

1934

Catalog of Ward-Belmont, 1934

Ward-Belmont College (Nashville, Tenn.)

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Catalog of

Ward- Belmont



Fall

1934

Nashville •
• Tennessee



ANNUAL CATALOG and ANNOUNCEMENT

THE
WARD-BELMONT SCHOOL
for Young Women

A JUNIOR COLLEGE
AND
SECONDARY SCHOOL

Accredited by the
SOUTHERN ASSOCIATION OF COLLEGES AND
SECONDARY SCHOOLS

1934-35

AUGUST, 1934

BELMONT HEIGHTS
NASHVILLE, TENNESSEE
U. S. A.

CALENDAR 1934-35

OPENING AND ORGANIZATION

September 19, 1934

THANKSGIVING DAY

November 29, 1934

CHRISTMAS VACATION

Approximately Two Weeks

COMMENCEMENT SUNDAY

June 2, 1935

COMMENCEMENT DAY

June 4, 1935

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ADMINISTRATION

JOHN WYNNE BARTON, M.A., LL.D.
President

ANDREW BELL BENEDICT
Vice-President and Business Manager

JOSEPH E. BURK, M.A., Ph.D.
Dean of Faculty

EMMA I. SISSON
Dean of Residence

ANNIE CLAYBROOKE ALLISON, B.A., M.A.
Principal of High School

HENRIETTE RICHARDSON BRYAN
Registrar

W. V. FLOWERS
Secretary

E. J. SNYDER
Bursar

MARY-JANE PULVER, B.A.
Alumnae Secretary

HENRIETTE RICHARDSON BRYAN
Manager Book Room and Student Bank

LIBRARY

FRANCES E. CHURCH, B.A., M.S.
Librarian

LOUISE SAUNDERS
ROSE MORRISON, B.S.
AGNES M. SWANSTROM, B.A.
Library Staff

HOME DEPARTMENT

EMMA I. SISSON
Dean of Residence

MRS. J. W. CHARLTON
MRS. SOLON E. ROSE
Assistants

MARY NEAL
MRS. E. O. TATE
MRS. MARY LEE JETER
MRS. MINNIE POWELL
Hostesses

MRS. BONA A. NICHOLLS
MRS. ALLEN G. HALL
MRS. WILLIE B. WEEDON
Chaperons

EMMA BOND
VIRGINIA WESSON
Graduate Nurses

THE WARD-BELMONT SCHOOL

HISTORICAL SKETCH

Ward-Belmont School, comprising a four-year college preparatory course and a junior college for young women, is the outgrowth of the union of Ward Seminary and Belmont College. Ward Seminary was founded in 1865, by Rev. William E. Ward, D.D. This Seminary was established when Dr. Ward learned that the Nashville Female Academy, founded in 1820, could not re-open after the Civil War. Dr. Ward states the cause of the founding of this school in the following words: "It was conceived that the want of the country was a more thorough preparation of young women for the duties of life. To this end a free, classic course was inaugurated and a full course in all other departments. It was intended that the full meaning of the word 'educate' should be striven for—the drawing out of all the powers, mental, moral and aesthetic." From the very days of its foundation it filled a distinct need not only in the local community but in the surrounding states as well. Dr. Ward, with his wife as an efficient co-laborer, directed the affairs of the school for over twenty years. In 1892, after the death of Dr. Ward, Dr. J. D. Blanton and his wife became associated with the school. In 1890 Belmont College was established by Miss Ida E. Hood and Miss Susan L. Heron. The character and purpose of this school is best expressed in a statement by the founders: "The guiding thought and spirit of our work is the conscious desire to impart practical knowledge in such manner as best develops power, recognizing that far higher than this is the unconscious influence that emanates from the atmosphere and environment of a wisely directed school, and is woven into the lives of all that come within its contact. It is our purpose to furnish opportunities for a broad and scholarly education."

In June, 1913, when Misses Hood and Heron expressed a desire to retire, the two schools were united on the Belmont campus under the name "Ward-Belmont School." The present school counts as its loyal alumnae the graduates of both Ward Seminary and Belmont College. Since the consolidation, the school has offered a four-year college preparatory course, and two years of college work. In every sense it has been a pioneer in the junior college movement. Within a year of the consolidation Dr. J. D. Blanton became President and continued in that office until his death in 1933. In December, 1933, Dr. John W. Barton, a Vice-President, was chosen President.

NASHVILLE AND ITS ATTRACTIONS

For over one hundred years Nashville has been well known as an educational center. Schools of every type are found here. The Vanderbilt University with its various professional schools, George Peabody College for Teachers, Scarritt College for Christian Workers, the Southern Y. M. C. A. Graduate School and Ward-Belmont are located in the same general community, and give to Nashville a distinct charm and atmosphere of culture which makes this city an ideal home for students. Such an educational center naturally attracts the best lecturers and artists. Ward-Belmont students have the advantage of attending all of the leading concerts, plays, and lectures that are available in the city, while annually a very high-class artist series is presented in our school auditorium.

There are some very interesting examples of architecture in Nashville well worth a visit of the students. The State Capitol is an excellent example of classical architecture. Located at a central point in Centennial Park is a facsimile of the Parthenon, true in every detail. One of the newly erected buildings in Nashville is the imposing Tennessee War Memorial Building surrounded by a memorial park of some pretension. To the west of the school is the Belle Meade section, for many years the South's most celebrated stock farm, and now Nashville's most exclusive residential section. The Hermitage, the home and burial place of Andrew Jackson, is twelve miles to the east. Not far from the campus is the battle field of Nashville where there was erected recently a memorial commemorating a reunited country.

CLIMATE AND HEALTH

The bracing atmosphere and temperate climate of Middle Tennessee make Nashville an ideal location for school work. Pupils from more Northern states, as well as those from farther South, find here a school unexcelled in physical advantages. The mild weather and the inviting campus encourage outdoor sports and games, which have contributed much toward maintaining the excellent health record of the school.

Ward-Belmont realizes how much the health of its students depends on physical conditions, and safeguards their health in every possible way. The buildings are sanitary; the drinking water is filtered, cooled, and is supplied in hygienic fountains throughout the buildings; trained and experienced nurses have charge of a well-ordered infirmary. With the regulations regarding meals, sleeping

hours, and exercise, much is done to induce an excellent health record. A further precaution is the requirement that a certificate of good health be furnished by every student.

As nourishing food is the best agent for the most effective physical and mental advancement, especial care is paid to the food. The kitchen and bakery have the latest improvements in steam cooking, gas and electric appliances, and cold storage; the dining halls are commodious and attractive. The menus are supervised by a trained dietitian.

CAMPUS

Ward-Belmont, with an elevation of one hundred feet above the city, stands in the beautiful park which was formerly the site of Belmont. Extensive additions have been made to both the grounds and the buildings. The campus of forty-five acres, a part of which is devoted to athletic fields, is sufficiently removed to give that quiet and seclusion which are conducive to studious habits; yet the railway station, the shopping districts, and the churches of all denominations in the city are easily accessible.

BUILDINGS AND EQUIPMENT

The nucleus of the buildings is the old Acklen residence, an unusual adaptation of Italian architecture. Grouped around this interesting example of the center of an old Southern estate are the buildings which have been added at intervals by the school. These buildings are arranged in the shape of a quadrangle with one open side. On the north side of this square are located Fidelity, North Front, South Front, and Founders Hall, with the drawing rooms, the auditorium, and the dining rooms; on the east, three other residence halls—Pembroke Hall, Heron Hall, and Hail Senior Hall; on the south, the Academic Building and the Gymnasium. Other buildings on the campus include the high school building, the music practice house, the social club buildings, and the heating plant. Buildings adjacent to the campus are utilized for the intermediate school, home economics classes and additional music studios. The buildings are handsome and commodious, and are models in their adaptation to school use. They are fitted with the most improved methods of sanitation, heating, lighting, ventilation, and fire escapes.

The Academic Building, in classic colonial architecture, was completed and equipped in 1914. The ground floor of this building contains the chemistry, biology, and physiology laboratories and

lecture rooms. The offices, library, and some of the class rooms occupy the main floor. On the second floor are the class rooms for literary subjects; here also is the expression studio, amply adapted for class work, and for the production of plays before a small audience. The third floor is mainly occupied by the art studio and interior decoration rooms. Most of the high school classes are held in the high school building.

A gymnasium, with every modern improvement, has been completed. In style it conforms to that of the Academic Building with which it connects. The ground floor contains bowling alleys, showers, lockers, linen, shampoo and hair drying rooms. The main floor constitutes the large gymnasium; it provides two spacious well-lighted rooms for all forms of gymnastic exercise. The next floor contains the visitors' galleries, a studio for aesthetic dancing, and three small rooms for special classes, board meetings, and trophies. The swimming pool is in a separate building, which adjoins the gymnasium.

Separate dormitories are provided for college and high school students, thus promoting the individual welfare of each department. These residence halls are well furnished and in their arrangements meet every demand of comfortable and refined home life. Pembroke, Hail Senior, and Heron Halls are arranged in suites of two double rooms with connecting bath, or, in some cases, of two single rooms with connecting bath. Other dormitories have either separate double rooms, with ample sanitary appointments and baths on every floor, or bath suites of two double rooms each. Each room is furnished with rugs, dresser, table, chairs, single iron beds, and, with few exceptions, separate closets. All the rooms have outside exposure, with abundant sunlight and fresh air.

Ten well-equipped club houses have been completed for the ten social clubs for resident students. Each house is prepared for meetings and informal entertaining.

LIBRARIES

The college library and reading room are located in a bright, cheerful room on the first floor of Academic Building. The book collection of 13,000 volumes represents a reorganized, carefully selected library to meet the needs of the students. At present it is especially strong in books of the cultural subjects, such as music, art, literature, modern languages, and history. The resources of the Carnegie Public Library and the college libraries of the city are also available to the students. The increased use and interest in the

college library have been most gratifying. The seating capacity of the reading room has been increased to meet added demands.

The reference section contains standard encyclopedias, dictionaries, and tools best adapted for the research work required of junior college students. With the co-operation of faculty members, emphasis has been placed upon the recreational reading of the students. A rental collection consisting of the best in contemporary literature, drama, poetry, biography, and fiction has been provided. Attention is also directed to the classics and standard works through the open browsing shelves of fiction, and through groups of books displayed in the reading room from time to time. The library subscribes for eighty-five standard periodicals. The collection of bound magazines has been built up in numbers and usefulness during the past year. The leading newspapers of the country are also in the reading room for the use of students.

The library is endeavoring to meet the reading needs of the girl of junior college age, both in supplementary reading in connection with the course of study, and in general literature. As a means to a better understanding of books and a more intelligent use of libraries, a course in the use of books and libraries is required of all first-year college girls.

A separate library of 600 volumes, with a supervised study hall, is maintained for the use of students in the high school department. Duplicate copies of periodicals are on file here. The resources of the main library are also at the disposal of the high school students.

The libraries are under the care of a trained librarian and three assistants who have had library training.

The library hours are from 8:00 to 5:00 during the day, 7:30 to 9:30 at night.

RELIGIOUS ACTIVITIES

Though no sectarianism is lived or taught, earnest effort is made to stimulate and strengthen the impulse toward Christian life and service. Regular Bible courses form part of the curriculum, and there is an active Young Women's Christian Association, in which members of the faculty co-operate with the students. The association and the school jointly employ a secretary, who directs the activities of the Y.W.C.A., so that the influences of this organization are made vital in the life of the school. Systematic Bible training and mission study, devotional exercises at chapel, and frequent visits by the pastors of the city are among the agencies by which the school life is made wholesome and inspiring. The spirit of church

loyalty is fostered by requiring each student to attend, on Sunday morning, the church of her parents' choice.

DRESS AND HOUSEHOLD ARTICLES

Extravagance and extremes in dress are firmly discouraged. The administration presents its ideas and regulations for appropriate dress for the Ward-Belmont girl in a dress circular, which will be sent on request to each mother who contemplates sending her daughter to the school.

An abundant supply of table napkins, towels, sheets, pillow cases, and bedspreads is furnished for the use of each student.

GOVERNMENT

Discipline in Ward-Belmont is simplified by a modified form of student government, properly safeguarded by faculty co-operation and supervision. This organization consists of (1) a student council composed of representatives chosen by the students from the college and high school classes; (2) a faculty committee composed of sponsors of halls and governmental groups; and (3) the President.

Full details of the student government are given in the Blue Book which is presented each student on entering.

EDUCATIONAL OBJECTIVES

Education Should Train the Student to Think in Order to Emphasize Manner as Well as Matter of Thought

Ward-Belmont School is accredited by the Association of Colleges and Secondary Schools of the Southern States, both in its preparatory school division and in its junior college division. The two divisions are separate and distinct so far as content of courses, class rooms, libraries and teaching staff are concerned. The college preparatory division is under a principal while the junior college division is directed by a dean.

The chief function of a woman's junior college is to educate for (1) worthy use of leisure time; (2) health; (3) worthy home membership; (4) vocational training and guidance; (5) continuance in a senior college.

Women, especially married women, have a great deal of time which is employed in non-occupational activities, and their college education will be a supreme failure if it does not train them to devote their minds and energies to self, family and community advancement. Vocations may change so that training in one particular field

will be of little value, but few college-trained women really have no leisure. A full life consists much more in doing a few things well and intensively than in doing many things. College should help a student to gain a true perspective of the value of activities to herself.

As much of a woman's activity after her college career is centered in her club memberships, social and civic, she needs a background of knowledge and experience that will enable her to be an efficient leader or an intelligent follower. Ward-Belmont attempts to prepare its students for a worthy use of leisure time through the cultivation of talent (in art, music, expression, linguistics, etc.), of interest in fine arts and of appreciation of civic activities. Courses in History and Appreciation of Music, History of Art, Survey of Literature, Shakespeare and Modern Drama are complemented by concerts, exhibits and lectures in these fields. Student organizations, governmental, literary, athletic and social, are encouraged and supervised to develop initiative and sense of responsibility for community and group welfare. Courses in economics and sociology and in certain phases of religion are designed to give the student a background of knowledge regarding the development and organization of social institutions.

Conservation and improvement of health includes knowledge of bodily functions (which are taught in courses in hygiene and physiology) and participation in exercise for strengthening, for correction of defects, and for carry-over activities as tennis, swimming, bowling, archery, riding, and dancing. Ward-Belmont offers unexcelled opportunities in each of these.

Preparation for worthy home membership is offered through courses in home economics and home management, but even more through group activities and the stressing of ideals of comradeship, courtesy, and consideration. Residence in dormitories, where girls live in close contact under regulations made and enforced by themselves to a great extent, teaches them many of the principles underlying satisfactory group conduct. All resident students have membership in a social club, which gives them further training in making group contacts and assists them also in acquiring and developing poise, dignity, social ease and tactfulness. Sponsors who possess the desired characteristics and who have a knowledge of the problems of young girls and an interest in their development are used for halls and for clubs even as trained teachers are employed for the class rooms.

Vocational training includes those courses which prepare a student

specifically for occupations and emphasize those fields which are most frequently chosen by women—the various opportunities offered in home economics, in fine arts, in social service, in education, etc. Fields which are pre-eminently open to men are left to universities and co-educational institutions.

As seventy-five per cent of all Ward-Belmont graduates continue their education in some institution of higher learning, especial care is taken to see that those courses are available which best prepare the students for a successful continuance of their formal period of educational activity. Courses of study are selected in consultation with the Dean of Faculty, who attempts to determine the most profitable and enjoyable course for each student.

ADVICE ON CHOICE OF SUBJECTS

It is our desire that the courses of study be clearly understood by parents and prospective pupils. Again, it is important that each pupil's course be carefully planned on the basis of work already completed, and that individual tastes and aims be taken into account. To accomplish these ends, correspondence and personal conference with the Dean are cordially invited. A complete course of study for the ensuing year should be filed in the Dean's office by August 15, or as soon thereafter as possible. Prospective patrons are urged to co-operate with us in working out this course of study. Plans so made can be modified, if it seems desirable to a patron, on the opening days of school; but further changes during the year are usually discouraged. In this way continuity of effort and the greatest advancement can be secured.

It is advisable that the student while in the junior college should make preparation for advanced work at the university of her choice. She should enroll in those courses which are required or advised as preliminary to higher studies. English, foreign languages, mathematics, social sciences and natural sciences are the five designated groups from which she should select the major part of her course.

APPLICATION FOR ENROLLMENT

Early application is advised. This application should be made on the school's blank, which calls for references, and must be accompanied by a physician's certificate as to the health of the applicant. These forms will be sent on request, and no student can be definitely enrolled until they are properly filled out, submitted to the Registrar with the enrollment fee of \$25, and formally accepted.

SCHOOL OF LIBERAL ARTS FACULTY

JOHN WYNNE BARTON, M.A., LL.D.
President

ANDREW BELL BENEDICT
Vice-President

JOSEPH E. BURK, M.A., Ph.D.
Dean

ANNIE CLAYBROOKE ALLISON, B.A., M.A.
Principal of High School

ANNIE CLAYBROOKE ALLISON, B.A., M.A.
Latin
B.S., M.A., George Peabody College for Teachers; Graduate Work,
University of Chicago

JOSEPH E. BURK
Education
B.A., Southwestern University; M.A., Southern Methodist University;
Ph.D., New York University

JANE CARLING
Physical Education: Riding
Graduate, Ward-Belmont School; B.S., University of Wisconsin

GERTRUDE CASEBIER
History
B.A., Western Kentucky State Teachers College; M.A., Vanderbilt University

MARTHA ANNETTE CASON
Latin
B.A., University of Chicago; M.A., Columbia University; further graduate
study, Columbia University

WARD - BELMONT

(18)

MARY ELIZABETH CAYCE

Physical Education: Assistant in Athletics

Graduate, Ward-Belmont School; B.S., George Peabody College for Teachers

FRANCES E. CHURCH

Library Methods

B.A., Missouri State Teachers College; Graduate Student, Illinois University;
M.S., Columbia University

BLANCHE HENRY CLARK

History

B.A., M.A., Duke University; further graduate study, Vanderbilt University

THOMAS B. DONNER

Spanish

B.A., East Texas Teachers College; M.A., Southern Methodist University

FRANCES EWING

Economics

Graduate, Ward-Belmont School; B.A., M.A., Vanderbilt University

W. V. FLOWERS

Commercial Law

Member, Nashville Bar
Secretary of the School

JESSIE LEE FRENCH

Biology

B.S., M.A., George Peabody College for Teachers

FLORENCE F. GOODRICH

Physical Education and Physiology

B.S., Hillsdale College; M.S., University of Michigan; Graduate Student,
Michigan State College for Teachers, Merrill-Palmer School

LOUISE GORDON

Art

Graduate of the New York School of Fine and Applied Arts

HELEN CARTWRIGHT GRIZZARD

Chemistry

Graduate, Ward-Belmont School; B.A., Vanderbilt University

MARGARET FRIERSON HALL

Assistant in Gymnasium

MARGARET HARGROVE

Latin

B.A., Randolph-Macon Woman's College; M.A., Cornell University;
further graduate study, Cornell University

WARD - BELMONT

(19)

VERA L. HAY

History

Ph.B., University of Chicago; Graduate Student, Vanderbilt University

CORA HENDERSON

Secretarial Training

B.A., Southern College; M.A., George Peabody College for Teachers

LOUISE LORETZ HERRON

English

B.S., Vanderbilt University; M.A., Columbia University; Diploma in
English Literature, University of London

ALMA HOLLINGER

Biology

B.A., M.A., University of Michigan; Student, Michigan Biological Station and
Marine Biological Station, Venice, California

W. H. HOLLINSHEAD

Chemistry

Ph.G., D.Sc., Vanderbilt University

FRANCES HELEN JACKSON

German

B.A., Birmingham-Southern College; Student, Cincinnati Conservatory of Music;
private lessons in Vienna; M.A., Vanderbilt University

SARAH CLAYTON JETER

Dancing

Graduate, Ward-Belmont School; pupil of Ruth St. Denis, Ted Shawn, Doris
Humphrey, Mikhail Mordkin, Margaret Severn, Fokine, Adolph
Bolm, Albertina Rasch, Tashamira, Johnny Boyle

MARGARET LOOFT

Foods and Nutrition

B.S., Graduate Student, Iowa State College

KATHARINE V. LYDELL

English

A.B., Wellesley College; graduate study, Vanderbilt University

FRANCES ADAMS McELFRESH

French

B.A., Connecticut College for Women; Certificat d'Etudes Francaises,
University of Lausanne

NELLE MAJOR

Mathematics

B.S., George Peabody College for Teachers

WARD - BELMONT

(20)

RUTH BRIERLY MILLRING

Expression

B.A., Mount Holyoke College; M.A., Smith College; Graduate, Curry School of Expression; Instructor, Curry School of Expression

CATHERINE E. MORRISON

Director School of Physical Education

Diploma from Possee Gymnasium, Boston; Special Student, Chaliff School, New York, and Columbia University

MARY RACHEL NORRIS

Psychology

B.A., M.A., Bryn Mawr College; further graduate study, George Peabody College for Teachers and Columbia University

BETTY O'DONNELL

Physical Education

Graduate, Ward-Belmont School; B.S., Sargent School of Physical Education of Boston University

MARTHA K. ORDWAY

English

Ph.B., University of Chicago; M.A., George Peabody College for Teachers

ANNA PUGH

English

B.A., University of Arkansas; M.A., University of Chicago; Graduate Student, Columbia University; further graduate study, George Peabody College for Teachers

ELLENE RANSOM

English

B.A., M.A., Vanderbilt University; Graduate Student, Columbia University, Vanderbilt University and Yale University

LINDA RHEA

English and History

B.S., Vanderbilt University; M.A., Columbia University; M.A., Vanderbilt University; Ph.D., Vanderbilt University

OLIVE CARTER ROSS

English and Art History

B.A., University of Nashville; Graduate Student, Vanderbilt University; M.A., Columbia University

BERTHA M. RUEF

French

A.B., M.A., Vassar College; Diplome de Professeur de Francais, Universite de Toulouse

WARD - BELMONT

(21)

THEODORA COOLEY SCRUGGS

English

B.A., Wellesley College; M.A., Vanderbilt University; further graduate study, Vanderbilt University

HIBERNIA SEAY

French

B.A., Randolph-Macon Woman's College; M.A., Duke University; Diplome Superior en Etudes Francaises, University of Nancy; Diplome en Cours de Civilisation Francaise, Sorbonne; graduate study, Columbia University

MARY WYNNE SHACKELFORD

Director School of Art

Graduate, Art Academy of Cincinnati; Graduate, Pratt Institute, Department of Fine and Applied Arts; Special Student, New York School of Fine and Applied Arts in New York and in Paris

ROBBIE ALLISON SHACKLEFORD

Mathematics

B.A., Vanderbilt University

VIRGINIA SMALL

Assistant in Biology

B.A., Butler University; M.A., University of Wisconsin; Student in Medicine, Vanderbilt University

LOUISE SHOWERS SMITH

Assistant and Accompanist in Dancing

Graduate, Ward-Belmont School

SUSAN S. SOUBY

English

B.S., M.A., George Peabody College for Teachers

FRANCES G. SWENSON

Clothing

B.S., Iowa State College; M.S., George Peabody College for Teachers

PAULINE SHERWOOD TOWNSEND

Director School of Expression

Graduate, New England Conservatory; Postgraduate, Boston School of Expression; Special Courses in New York, Chicago and Boston

RUBY VAN HOOSER

Religion

B.A., Athens College; Graduate, Scarritt College for Christian Workers; Graduate Student, University of Chicago; M.A., Columbia University

CATHARINE A. WINNIA*

Expression

Graduate, Ward-Belmont School of Expression; Graduate, Vanderbilt School of Expression; Certificate, Teachers and Directors Course, American Academy of Dramatic Art; B.S., Peabody College for Teachers

*On leave of absence.

THE JUNIOR COLLEGE

ADMISSION.—Admission to the junior college is based on the presentation of fifteen acceptable units from an accredited four-year high school. All units certified by such a high school and meeting the general requirements as outlined by the various accrediting agencies of colleges and secondary schools are acceptable. In no case, however, may more than four units in vocational and special subjects, or fewer than two units in a foreign language be included in the units accepted.

For those who apply for the Junior College General Diploma the following units are prescribed:

English	3 units
Algebra	1 unit
Geometry	1 unit
One foreign language	2 units
Electives	8 units

Applicants whose high school credits do not meet the requirements may make up the deficiency by carrying work in the high school department or by counting back college work at the ratio of 4 semester hours* for 1 high school unit.

ADVANCED STANDING.—To receive credit for advanced standing, the student must present to the Dean of Faculty proper credentials from an approved institution of junior or senior college grade. The college credit given will be determined by the Dean and will in no case exceed thirty-two semester hours, including physical education.

Transferred credit for courses specifically required for graduation from Ward-Belmont will not be allowed unless the transferred work is the equivalent of the work required here, or unless subsequent courses in the subject are satisfactorily completed here during the succeeding year. The equivalent of an average of "C" is required on all transferred work.

College credit will not be allowed for a high school course in excess of those units required for college entrance.

*NOTE—A semester hour represents one hour of lecture or recitation a week for one semester. Two or more hours of laboratory work (depending upon the nature of the laboratory work) correspond to one hour of lecture or recitation.

CLASSIFICATION.—The work completed by the beginning of the semester determines the class to which a student belongs. A high school graduate meeting the entrance requirements is classified as a college freshman. Students who present at least twenty-four semester hours plus physical education at the beginning of the semester are classified as sophomores.

CERTIFICATES AND DIPLOMAS.—Certificates and Diplomas are conferred in the curricula listed below. An applicant for any of these awards must complete at least one year's work in Ward-Belmont.

Academic (see pages 25-26 for requirements).

General Diploma.

Art (see pages 27-28 for requirements).

Art Certificate.

Art Diploma.

Expression (see page 35 for requirements).

Expression Certificate.

Expression Diploma.

Home Economics (see page 40 for requirements).

Diploma in Foods and Nutrition.

Diploma in Textiles and Clothing.

Music (see School of Music).

Physical Education (see pages 47-49 for requirements).

Certificate of Proficiency in Dancing.

Riding Certificate.

Dancing Certificate.

Dancing Diploma.

Physical Education Diploma.

Secretarial Training (see page 54 for requirements).

Secretarial Certificate.

COURSE OF STUDY.—Each student should select courses in line with the requirements for the certificate or diploma for which she wishes to apply. The minimum course requirements for all students are as follows:

First Year

English 1, 2	6 hours
Library Methods	1 hour
Physical Education	2 hours
Elective subjects	18 to 28 hours

Second Year

Physical Education 15, 16	1 hour
Physical Education	1 hour
Elective subjects	24 to 36 hours

Students who present transferred credit in English or Physical Education 15, 16 (Hygiene) must substitute other courses to meet the minimum schedule requirements.

Students are required to carry a minimum of three hours a week in the Physical Education Department during each year of their residence in Ward-Belmont.

Day students who wish to carry work in special departments but are not interested in applying for a certificate or diploma are permitted to elect courses without reference to the minimum course requirements.

ORIENTATION.—Lectures will be given at intervals throughout the year to assist students in making the transition from high school to college more easily and to aid them in adjusting themselves to college life more efficiently. Methods of study, proper distribution of time, social and curricular adjustments, vocational opportunities and other questions of interest in personal adjustment problems will be considered in these lectures. Opportunities for conferences on these subjects are offered all students.

GRADES AND REPORTS.—The following grading system is used: A, excellent; B, above average; C, average; D, passing; E, condition; F, failure; I, work incomplete or absent from examination. Semester examinations are given in every course in accordance with the schedule issued. Either an E or an I in a semester grade which is not removed during the succeeding semester becomes an F which can be removed only by repetition in class.

Preliminary reports showing progress and standing of students are sent parents at the middle of each semester. Official reports are sent at the end of the semester.

REQUIREMENTS FOR THE JUNIOR COLLEGE GENERAL DIPLOMA.—A total of sixty-four semester quantity and sixty quality hours* of college work must be presented by applicants for the

*NOTE—Quality hours may be earned in the following manner: A six semester hour course completed with a grade of A is equivalent to eighteen quality hours; with a grade of B, to twelve quality hours; and with a grade of C, to six quality hours. Lower grades yield no quality credits.

Junior College General Diploma; well-established habits of correct speaking and writing must be demonstrated.*

Specific course requirements include:

English 1, 2	6 hours	Freshman year
English 21, 22	6 hours	Sophomore year
History, or Science	6 or 8 hours	Freshman or Sophomore year
A continuation course	6 or 8 hours	Sophomore year
Library Methods	1 hour	Freshman year
Physical Education (including 15, 16)	4 hours	Freshman and Sophomore years

The continuation course must be a subject which is built upon the foundation of a course carried the first year and for which the first-year course is a prerequisite. Students who present four acceptable units in foreign languages from high school may meet the continuation course requirement by taking an intermediate course in one foreign language in college.

Survey of English Literature, though requiring English 1, 2 as a prerequisite, or practical work in physical education, may not be used to meet the continuation course requirement.

Eighteen semester hours from the special departments of art, expression, home economics, music, and secretarial training, and from the elective courses of the physical education department, may be credited toward this diploma.

DESCRIPTION OF COURSES

Courses numbered 1 to 9 are open to freshman college students. Courses numbered 10 to 19 are open to freshman and sophomore college students. Courses numbered above 20 are open to sophomore college students only. Students who wish to enter courses to which their classification does not entitle them must secure special permission from the Dean of Faculty.

If credit is allowed only upon the completion of the year's work the course numbers are separated by a comma. If credit is allowed for either semester of a year's work the course numbers are separated by a semicolon or by a period.

The school reserves the right to withdraw any class for which there are not as many as six applicants.

*NOTE—Any student whose oral or written English is at any time unsatisfactory is reported to the Dean's Committee on Oral and Written English. The committee advises with the student, and provides her with opportunities for such remedial work as she desires to the end that she may change her speaking and writing habits to meet the standard required.

ART

MISS SHACKELFORD, Director
MISS GORDON

Courses in General Art, Interior Decoration, Costume Design and Commercial Advertising are planned for students who wish to make practical application of art and design in the commercial world.

The work of the school as outlined seeks to develop the creative ability of the student, to advance her skill in drawing and to give her a knowledge of the fundamental principles of art. It is so arranged that the student secures the greatest possible return for the time spent in study.

Satisfactory completion of an outlined course will furnish the basis of success in a chosen branch of art, or will prepare the student to take the examination required for admission and classification in advanced courses by the leading art schools.

The work in all courses is the same in the freshman year but it may be adjusted so that each student may place emphasis upon the fundamental principles of the course which she plans to elect the second year. Students who feel that their previous training should entitle them to admission to the advanced courses will be allowed to stand an examination and will be classified on the basis of their achievement on the test. The advanced courses of study include General Art, one year; Costume Design and Commercial Illustration, one year; Interior Decoration, one year. Arrangements for more advanced work may be made with the Director of the School of Art.

Both certificates and diplomas are awarded by this School. Applicants for either of these awards who have had no previous acceptable training in art may be required to take a double course in the studio during the first year in order to meet the requirements of proficiency for admission to the second-year classes. Hour credit will be granted for this additional work.

The progress of each student is individual. Some students will be able to complete problems in less time than will be required for others who have had less previous training or who have less native ability. Completion of syllabus requirements—not number of hours in the studio—will determine the student's right to receive the certificate or the diploma.

For the certificate a minimum of 16 problems, as outlined in the syllabus, with consistent grades of satisfactory quality will be required. Additional problems to overcome the student's points of

weakness and to strengthen her work in her field of specialization will be required.*

For the diploma, a minimum of 24 problems will be required. Additional problems to overcome weaknesses and to strengthen work in field of specialization will be assigned. Students will be expected to present work of consistently high quality.

For a certificate in Art thirty-two semester hours, including the subjects listed below, are required.

Art 11, 12 (including Art History 1, 2)	8 or 12 hours
Art 13, 14 or 15, 16 or 17, 18	6 hours
English 1, 2	6 hours
Library Methods	1 hour
Electives	9 or 5 hours
Physical Education 1, 2	2 hours

For a diploma in Art sixty-four semester hours, including the subjects listed below, are required.

First Year

Art 11, 12 (including Art History 1, 2)	8 or 12 hours
English 1, 2	6 hours
Library Methods	1 hour
Any modern language, course numbers 11, 12 or 13, 14	8 or 6 hours
Electives	2 to 8 hours
Physical Education 1, 2	2 hours

Second Year

Art 13, 14 or 15, 16 or 17, 18	6 hours
English 21, 22 or 23, 24 or 25B, 26B	6 hours
Continuation of modern language, course numbers 13, 14 or 21, 22	6 hours
Psychology or Education	6 hours
Electives to be approved by Director	6 hours
Physical Education 15, 16	1 hour
Physical Education 21, 22	1 hour

NOTE—Academic subjects required for these certificates and diplomas are not included in the extra charge for the work of the School of Art.

1; 2. Arts and Crafts. This course is offered for students who are interested in construction and applied design. Problems in basketry, metal work (copper and brass), tooled and cut leather work, woodblock printing, simple weaving, cardboard construction (including elementary bookbinding and lamp shade making), and tie dyeing and batik. The work of this course will be especially valuable for camp counsellors and for teachers of elementary grades.

Four hours a week.

First semester, second semester.

Credit, two semester hours.

3, 4. Principles of Design. This course includes ways of arranging and combining line, light-and-dark, and color to produce a fine quality; spacing; proportion; subordination; rhythm. Original designs are made for application of principles. A study is made of the best historic examples.

Lecture and studio work, three hours a week.

First semester, second semester.

Credit, four semester hours.

11, 12. Introduction to Art. Appreciation of the fields of design and representation is developed through lectures, collateral readings and discussions. Practise work is done with pencil, pen, ink and water colors. The work includes problems in cast and life drawing, including figure construction and action, lettering, perspective, color theory and composition. Lectures are given in the development of the arts; home furnishing and costume design are given consideration in the second semester. All art students are required to present this course as a prerequisite for more advanced work. Students who plan to take additional work in Art and whose previous training has not prepared them to complete the work of this course, in the minimum time, should plan to spend an additional six hours a week in the studio. Two hours a semester will be granted for this additional work.

Two lectures (Art History 1.2), six or twelve studio hours a week.

First semester, second semester.

Credit, eight or twelve semester hours.

13, 14. General Course. During the first semester of the year this course includes cast and portrait drawing in charcoal; freehand perspective and sketching in pencil; water color.

In the second semester the course covers life drawing; painting in water color; pictorial composition.

Prerequisite: Art 11, 12 and permission of Director.

Ten hours a week.

First semester, second semester.

Credit, six semester hours.

15, 16. Costume Design and Commercial Illustration. The work of this course consists of problems in life drawing, water color, lettering, composition, commercial illustration, advertising layout, reproductive processes and a survey of the history of costume.

Prerequisite: Art 11, 12 and permission of Director.

Ten hours a week in studio.

First semester, second semester.

Credit, six semester hours.

17, 18. Interior Decoration. This course includes a study of mechanical perspective, elevations in color, water color rendering, architectural details, historic ornament, furniture construction, history of period furniture, period interior design, including contemporary design, history of interior decoration.

Prerequisite: Art 11, 12 and permission of Director.

Ten hours a week.

First semester, second semester.

Credit, six semester hours.

*NOTE—The studio reserves the right to retain certain examples of each student's work to use in exhibitions. These mounts will be returned to students.

ART HISTORY

MISS ROSS

1. Art History to the Renaissance. General survey course in architecture, sculpture and painting in western Europe from the beginning to the Italian Renaissance. Especial attention is given to the Greek and Gothic Periods.

Two hours a week.

First semester.

Credit, two semester hours.

2. Art History from Renaissance to the Present. General survey course in architecture, sculpture and painting in western Europe from the beginning of the Italian Renaissance to the present.

Two hours a week.

Second semester.

Credit, two semester hours.

11. A General Survey Course in Painting. The Renaissance period in early and later Italian, early Flemish and early German, with special reference to historic backgrounds and national characteristics. Lectures, colored illustrations, library work, reports.

Three hours a week.

First semester.

Credit, three semester hours.

12. A General Survey Course in Painting. This course covers painting in Flanders, Holland, Spain, France and England from the Great Creative Period of the seventeenth century to the present. Special attention to national characteristics, the various schools of painting and the modern movements. Colored illustrations, library work, lectures and written reports.

Three hours a week.

Second semester.

Credit, three semester hours.

21. 22. American Art. A survey course in the painting and sculpture with lectures on the types of architecture in America from colonial times to the present.

This course should be taken in connection with English 26.

Two hours a week.

First semester, second semester.

Credit, four semester hours.

BIOLOGICAL SCIENCES

MISS HOLLINGER

MISS SMALL

11, 12. General Biology. This course is an introduction to the fundamentals of living protoplasm, a study of cell structure and physiology of plant and animal life. A brief survey is made of the plant divisions from the unicellular forms to flowering plants. A similar survey is made of the animal kingdom. Types are selected from each animal group for comparative study. Consideration is given to the practical relation of biological conditions to human life.

Lecture, three hours; laboratory, four hours.

First semester, second semester.

Credit, eight semester hours.

21. Invertebrate Zoology. A comparative study of the invertebrate groups of animals, their structure, classification, ecology and economic value.

Prerequisite: Biology 11, 12.

Lecture, two hours; laboratory, six hours.

First semester.

Credit, four semester hours.

22. Vertebrate Zoology. This includes the comparative morphology of the backbone animals and their special adaptations.

Prerequisite: Biology 21.

Lecture, two hours; laboratory, six hours.

Second semester.

Credit, four semester hours.

CHEMISTRY

DR. HOLLINSHEAD

MISS COOKE

MISS GRIZZARD

11, 12. General Chemistry. In this course it is intended to give the student careful instruction in the important principles of Chemistry. All of the non-metallic and the most important of the metallic elements are studied. The intention is to train the student in accurate scientific thinking; to arouse in her an appreciation of the laws of nature; and to set forth some of the practical applications of the science of Chemistry to the many problems of life.

Lecture, three hours; laboratory, four hours.

First semester, second semester.

Credit, eight semester hours.

21, 22. Qualitative and Introduction to Quantitative Analysis. This course is planned to give the student both a theoretical and a practical working knowledge of the methods of identifying the common elements and acid radicals.

Prerequisite: Chemistry 11, 12 or its equivalent.

Lecture and laboratory, eight hours a week.

First semester, second semester.

Credit, eight semester hours.

23. Organic Chemistry. This course is intended primarily for students of Home Economics. Typical compounds of the aliphatic and of the aromatic series are studied. Stress is placed upon those substances useful as foods.

Prerequisite: Chemistry 11, 12.

Lecture, three hours; laboratory, four hours.

First semester.

Credit, four semester hours.

ECONOMICS

MISS EWING

1; 2. American Economic Life. Emphasis is placed on the actual conditions which exist in the highly organized society of today.

First semester topics: Present economic system and its origin; the present levels of living; raising the levels through efficient production, which includes

meaning of production and its possible results; rural production efficiency; urban production efficiency; and financial organization.

Second semester topics: Remaking rural and urban life; raising the level of living through just apportionment of income, through reflective thinking, through better management and government, and through international cooperation.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

21, 22. Principles of Economics. This course deals with the laws or principles affecting the production, distribution, and consumption of wealth, or the material means of satisfying human desires.

Topics: Economic organization; the basis of the science of economics; industrial evolution; production; the laws of price; demand and supply; money, banking and exchange.

During the second semester the problems of the business organization are considered.

Topics: Transportation; government regulation of transportation; monopolies; insurance and speculation; the distribution of wealth and income; rent; wages; interest; profits; the economics of government taxation; the problems of labor; reforms of the economic system.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

EDUCATION

DR. BURK

11. Introduction to Education. The purpose of the year's work is to help the student develop an intelligent interest in, and comprehension of, the elaborate system of public education in the United States. This course includes a brief orientation in the field of present-day education, a survey of costs, teacher qualifications, etc., and some examination of European practises.

Three hours a week.

First semester.

Credit, three semester hours.

12. Problems and Practises. These are approached historically and include scientific movement, learning processes, teaching procedures, etc. There are occasional field trips for observation.

Three hours a week.

Second semester.

Credit, three semester hours.

ENGLISH

MISS RHEA, Chairman, Composition Teachers

MISS SCRUGGS, Chairman, Survey of Literature Teachers

MISS LYDELL

MISS RANSOM

MISS HERRON

MISS PUGH

MISS ROSS

1, 2. Composition. This course is required of all students in the first-year college or candidates for any certificate or diploma.

This introductory course in the art of writing reviews the structural principles of composition, emphasizing expository writing and the technic of the essay. The second half of the course consists of a survey of the elements of argument, description, and simple narration, with emphasis upon more imaginative writing than that of the first half. Throughout the course there will be parallel study of literary selections illustrative of the separate types of composition. Frequent themes or their equivalent, with individual conferences, are supplementary to the work of the class room.

A special class in the fundamentals of English composition will be provided for students whose written work during the first weeks of the year shows marked deficiency in spelling, grammar, punctuation, sentence structure, and paragraph organization. The purpose of this class will be to prepare the student for regular work in the accredited course by the beginning of the second semester.

If a student who has already received credit for required composition is reported deficient or careless in the writing of English, it will be necessary for her to take additional work in the course.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

3; 4. Comparative Literature. This course emphasizes types of English literature, compared with foreign specimens. The epic, the drama, poetry, and other types are studied comparatively. In this way is obtained a wider knowledge of ancient and European literature and a richer background for subsequent courses in literature.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

21, 22. Survey of English Literature. This course is required for graduation. The first part consists of the survey from Beowulf to the Restoration Period; the second part from the Restoration through the Victorian Period.

Prerequisite: English 1, 2.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

21B, 22B. Survey of English Literature. This course may be substituted for English 21, 22. During the first semester: historical development of the English novel, of drama, of poetry, and of non-fictional prose taken successively and beginning in each case with the present. During the second semester: these threads of development woven into a cross-section survey which proceeds chronologically from the Anglo-Saxon period through the Victorian.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

23. Shakespeare. A careful study is made of a number of Shakespeare's plays with a more rapid reading of others. These are compared with various plays, Elizabethan and others. The first quarter's work consists of the comedies and histories; the second of tragedies and romances.

Prerequisite: English 1, 2.

Three hours a week.

First semester.

Credit, three semester hours.

24. A Study of Modern Drama. A short introduction connects the modern period with that of Shakespeare. Specimens of English, American and European plays are studied.

Prerequisite: English 1, 2.

Three hours a week.

Second semester.

Credit, three semester hours.

25. Early American Literature. A study is made of the leading American writers in prose and poetry up to 1870 with especial emphasis on the historical background and the development of American ideals.

Prerequisite: English, 1, 2.

Two hours a week.

First semester.

Credit, two semester hours.

25-B. Course as above with more intensive study of the writings of various authors.

Prerequisite: English 1, 2.

Three hours a week.

First semester.

Credit, three semester hours.

26. Modern and Contemporary American Literature. The modern movement is considered in poetry, essay and biography on American subjects, from 1870 to the present.

Prerequisite: English 1, 2.

Two hours a week.

Second semester.

Credit, two semester hours.

26-B. As above but with more intensive study and reports on various authors.

Prerequisite: English 1, 2.

Three hours a week.

Second semester.

Credit, three semester hours.

27; 28. Advanced Composition. This introduction to journalism includes a critical study of the leading forms of literary composition with intensive practise in writing and numerous conferences. The work consists of essay, critical review, editorial, news story, short story, metrical forms and other imaginative writings.

Prerequisite: English 1, 2.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

EXPRESSION

MISS TOWNSEND, Director

MRS. MILLRING

The aim of the School of Expression is to arouse an interest in the dignity and purity of speech and to establish right vocal interpretation of literature. This end must be accomplished through scientific training of mind, voice and body which will stimulate, not only in public appearances but also in every-day personal contacts, self-confidence, leadership and creative power. Although emphasis is

placed upon the use of the voice, much attention is given to the effective use of the body as an aid in the expression of thought and emotion.

Every effort is made to eradicate all local dialects and speech defects.

A certificate in Expression is awarded to those students who complete satisfactorily thirty-two semester hours of college work, including:

Expression 11, 12	6 hours
English 1, 2	6 hours
English (elective courses)	6 hours
Library Methods	1 hour
Electives	11 hours
Physical Education	2 hours

A diploma in Expression is awarded to those students who complete satisfactorily sixty-four semester hours of college work, including:

Expression 21, 22	6 hours
English 1, 2	6 hours
English (elective courses)	12 hours
Library Methods	1 hour
Electives	35 hours
Physical Education (including Physical Education 15, 16)	4 hours

1, 2. Fundamentals of Vocal Expression and Pantomime. The purpose of this course is to establish the elements of logical and creative thinking, right habits of voice production, phonetics, diction, and poise.

Technic—(a) Mastery of qualities of voice program; (b) pantomimic studies, exercises, and problems, for harmonic development of the body; (c) foundations—principles of pantomime, problems in vocabulary of delivery and pantomime from life study; (d) principles of public speaking.

Play Production—(a) Dramatization of stories and poems; (b) practical problems in setting and producing; (c) practical problems in forms of drama.

Repertoire—A memorized program of one long story, one strong poem, a group of lyrics, a group of simple character studies, and scenes from Shakespeare.

Three hours recitation, two hours supervised practise a week.

First semester, second semester.

Credit, six semester hours.

11, 12. Literary and Dramatic Interpretation. Stress is laid upon progressive methods and systematic training by organization of the knowledge of right conditions and personal proficiency in the artistic and scientific development and coordination of mind, voice and body.

Technic—(a) Nine steps of advanced qualities of voice program; (b) nine problems from inductive pantomimic program; (c) problems in fundamental

principles of interpretation, including a mastery of the signs of thinking; (d) investigation in corrective speech methods.

Play Production—(a) Study of historical development of stage, costume, lighting, and setting; (b) production of eighteenth century one-act play.

Repertoire—Group of lyrics, narrative poems, group of character sketches, two monologues (character and Browning), one eighteenth century play, one modern play.

Prerequisite: Expression 1, 2 or its equivalent. Students not meeting the prerequisite requirement in full will be required to take tests to establish their eligibility to course 11, 12.

Three hours recitation with required and supervised practise.

First semester, second semester.

Credit, six semester hours.

16. A General Course in Interpretive Speech. A practical handling of voice and body for cultural and interpretive purposes. Stress is laid upon the vocabulary of delivery, the fundamentals and accidentals of speech, and modulation of tone. Attention will be given to interpretation and impersonation, dramatic thinking, the art of story telling, choral reading of poetry, and elements of leadership.

Two hours a week.

Second semester.

Credit, two semester hours.

21, 22. Theory and Methods.

Technic—(a) Completion of advanced qualities of voice program; (b) completion of inductive pantomimic program; (c) training in pharyngeal and respiratory coordination, tone production (psychic and technical); (d) establishment of principles for development of imagination and dramatic power; (e) principles of teaching; (f) research in speech and pantomime.

Play Production—Study and production of religious drama, pageantry, Shakespeare, and modern drama, and building of stages to suit each drama form.

Repertoire—Group of lyrics, dialect character studies, two character monologues; strong narrative story, strong character story, original arrangement of book or modern full-length play.

Prerequisites: Expression 1, 2 and 11, 12; English 1, 2.

Three hours recitation with required and supervised practise.

First semester, second semester.

Credit, six semester hours.

FRENCH

MISS RUEF

MISS SEAY

11, 12. Beginners' Course. Grammar, pronunciation, dictation, conversation, written and oral exercises and reading based on Dubrule: "Premier Livre de Français" and Hills and Dondo: "La France."

Four hours a week.

First semester, second semester.

Credit, eight semester hours.

13, 14. Intermediate Course. Grammar review with conversation and composition based on Pargment: "Exercices Français: Cours Préparatoire." Reading from

such texts as de Sauze: "Contes Gais," Jeanne Schultze: "La Neuvaine de Collette" and de Caillavet et de Flers: "Primerose."

Prerequisite: two years high school French or French 11, 12 or its equivalent.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

NOTE—If a student who enters this course shows herself deficient in preparation it will be necessary for her to enter a special section meeting four periods a week so that she may receive more personal attention. This section will review the fundamentals of grammar, dictation, and pronunciation more intensively but will cover the same ground as the regular French 13, 14 classes and will receive the same credit.

17, 18. Advanced Grammar. The course is designed to complete and fix in the mind of the student the fundamentals of the grammar and to increase her facility of expression in the foreign language. It is essential for all those wishing to major in French and is advisable for all taking the literature course.

Prerequisite: French 13, 14 or its equivalent.

Two hours a week.

First semester, second semester.

Credit, four semester hours.

21, 22. General Survey of the History of French Literature. Reading of authors representative of each period: recitations, discussions and themes on classroom work and outside reading.

Prerequisite: French 13, 14 or its equivalent.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

23, 24. Nineteenth and Twentieth Century French Literature. Extensive outside reading; oral and written reports.

Prerequisite: French 13, 14 or its equivalent.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

GERMAN

MISS JACKSON

11, 12. Beginners' Course. Grammar and composition. Emphasis on spoken German with all class work conducted in the language. Reading of at least two texts such as Guerber's "Marchen und Erzählungen", and Storm's "Immensee."

Four hours a week.

First semester, second semester.

Credit, eight semester hours.

13, 14. Intermediate Course. Rapid review of grammar with many exercises. Composition and reading. Texts such as Lons' "Die Hauser von Ohlenhof"; Hauf's "Das kalte Herz"; Baumbach's "Der Schiegersohn."

Prerequisite: two years high school German or German 11, 12 or its equivalent.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

21, 22. Nineteenth and Twentieth Century German Literature. This course is conducted entirely in German and consists of general readings from German literature of the last 150 years. Selections are read from the classic writers,

Goethe and Schiller, from the nineteenth century writers, Hauptmann, Sudermann and Hauff, and from modern writers, such as Mann, Huch and Wasserman.

Prerequisite: German 13, 14 or its equivalent.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

HISTORY

MISS CLARK

MISS RHEA

1, 2. An Introduction to Western Civilization. This course is designed primarily to give the student some conception of the continuous development of civilization from the era of prehistoric cultures to the present time. The developments of present-day institutions are traced. An attempt is also made to acquaint the student with some knowledge of the sources and authorities for studies in the social sciences.

Some of the topics included are: western culture, economic institutions; political institutions, domestic institutions; educational institutions, religious institutions; development of ethical standards, etc.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

11, 12. Modern European History. The first part of the course covers the period from 1500 to 1815. The evolution of European civilization as accomplished by the cultural, religious, commercial and political revolutions is traced. Emphasis is placed on international relations as influenced by dynastic rivalries and revolutionary movements of the period.

The second part covers the period from 1815 to the present. The industrial revolution as a factor in the social, economic, and political development of Europe; the growth of nationalism, democracy, and imperialism; international relations culminating in the World War are discussed, with a brief study of post-war conditions.

Readings and written reports are used throughout the course.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

15; 16. Current History. The purpose of this course is to so direct the reading of the students as to give them an intelligent interest in and understanding of current world problems. Class discussions are based upon reports taken from current periodicals and newspapers. An historical background is supplied by lectures and individual research.

One hour a week.

First semester, second semester.

Credit, two semester hours.

21, 22. History of the United States. This course is designed to give students an intelligent interest in and understanding of present-day national affairs by tracing the development of American institutions. An attempt is also made to acquaint the student with the literature of historical value.

The first half of the course covers the period from colonial beginnings to 1852. Topics emphasized are: European backgrounds; colonial developments; the Critical Period, leading to the development of the Constitution and our

political system; social and economic developments; expansion; the progress of democracy.

The second half of the course covers the period from 1852 to the present. Topics considered are: sectional interests and conflicts; economic development and industrial consolidation, with the resulting political developments; the growth of the United States to a world power.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

23 or 24. American Government. This course, surveying the American political system, deals with the organization and activities of the national government. The subject matter of the course deals with the making of the constitution; the powers and functions of the President and congress; the federal judiciary; elections and political parties. The course is designed to give the student an understanding of the present-day political system, and is especially beneficial to students interested in American history.

Three hours a week.

First semester or second semester.

Credit, three semester hours.

25, 26. English History.* This course is designed primarily for students who major in English literature. The purpose is to give an historical background for the study of the literature of the British Empire.

The first half of the course gives a general survey of England before 1660. Emphasis is placed on such topics as the development of the Empire, conflict between church and state, the Reformation, the development of representative government and law, and economic and social conditions.

The second half of the course covers the period from 1660 to the present. Topics stressed are: the political revolutions, the colonial and imperial expansion, the commercial and industrial development, England's part in the World War, and recent trends in the Empire.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

HOME ECONOMICS

MISS SWENSON, Director

MISS LOOFT

The Department of Home Economics offers courses to meet the needs of several groups of students. The survey courses are planned for those who desire some knowledge of Home Economics as a part of a general education but who do not wish to specialize in this field. One to four semesters may be taken as part of the General Diploma course.

The foods and clothing curricula have been planned for those who wish to take, in two years, a well-rounded course in general Home Economics or in either of its phases as a basis for better living. These courses are planned also for those who wish to continue a four-year course leading toward a degree in Home Economics. These

*NOTE—History 25, 26 is not designed for students who have had History 11, 12.

classes are open to other students also if the required parallel and prerequisite courses are elected.

The Department of Home Economics awards two diplomas to be granted upon the completion of sixty-four semester hours with sixty quality credits,[†] as follows:

DIPLOMA IN FOODS AND NUTRITION

First Year		Second Year	
Home Economics 11, 12	6 hours	Home Economics 21, 22	6 hours
*Home Economics 17; 18	4 hours	†Chemistry 23	4 hours
Chemistry 11, 12	8 hours	Economics 21, 22	6 hours
English 1, 2	6 hours	Physiology 22	3 hours
Library Methods	1 hour	§Electives	11 hours
Electives	5 hours	Physical Education 15, 16	1 hour
Physical Education 1, 2	2 hours	Physical Education 21, 22	1 hour

DIPLOMA IN TEXTILES AND CLOTHING

First Year		Second Year	
Home Economics 13; 14	6 hours	Home Economics 23, 24	6 hours
‡Home Economics 15; 16	4 hours	†Chemistry 23	4 hours
Art 3, 4	4 hours	Economics 21, 22	6 hours
Chemistry 11, 12	8 hours	§Electives	11 hours
English 1, 2	6 hours	Art History 1, 2	4 hours
Library Methods	1 hour	Physical Education 15, 16	1 hour
Physical Education 1, 2	2 hours	Physical Education 21, 22	1 hour

11. Food Buying and Preparation. The course includes: study of the composition of food; problems in the selection and purchase of food; fundamental principles of cookery illustrated by preparation of food; analysis of recipes and discussion of standard products.

Required collateral: Chemistry 11.

Six hours a week, lecture and laboratory.

First semester.

Credit, three semester hours.

12. Home Management. In this course problems involved in the administration of the home are considered: renting and ownership; house planning and construction; the expenditure of time, energy and money; the selection, cost and care of equipment and furnishings; adjustment of the home to changed social and economic conditions; buying and preparing of simple family meals. The course is presented through lectures, laboratory work, demonstrations, and field trips.

Prerequisite: Home Economics 11, Chemistry 11.

Required collateral: Chemistry 12.

Six hours a week, lecture and laboratory.

Second semester.

Credit, three semester hours.

[†]See note on page 25 for explanation of quality credits.

*Home Economics 13; 14 may be substituted for Home Economics 17; 18.

Chemistry is included depending upon the future plan of the student.

§Psychology is suggested as an elective.

‡Home Economics 11, 12 may be substituted for Home Economics 15; 16.

13; 14. Elementary Clothing Construction. This course includes: fundamental principles of garment selection and construction; study and use of commercial patterns, altered or adapted as necessary; principles of fitting; use and care of sewing machines; good taste in dress; care and repair of a wardrobe; study of fibers. The laboratory work includes two simple problems, one in cotton or linen followed by one in silk.*

In the second semester additional problems include: application of the principles of color and design to the selection and purchase of the wardrobe; psychology of dress; clothing hygiene; how to plan and purchase a satisfactory but economic wardrobe. One semi-tailored silk dress or suit and an afternoon dress in cotton or silk will be required as laboratory work.*

Prerequisite: Home Economics 13.

Six hours a week, lecture and laboratory.

First semester, second semester.

Credit, six semester hours.

15; 16. General Course in Cooking and Serving. This course is planned for students not majoring in Nutrition and Foods but desiring a general knowledge in this field. During the first semester, selection and buying of food, nutrition and food preparation are considered.

In the second semester emphasis is placed on meal planning and serving for family groups at various cost levels; problems of child feeding and special diets; table service for family meals and special occasions which include teas, receptions, and buffet service.

Four hours a week, lecture and laboratory.

First semester, second semester.

Credit, four semester hours.

17; 18. Clothing Construction and Selection. This course is planned for students not majoring in Textiles and Clothing, but desiring a general knowledge in this field. The following are considered: study of the principal textiles used in the home; fundamental principles of garment selection and construction; study and use of commercial patterns, altered or adapted as necessary; principles of fitting; use and care of sewing machines; good taste in dress; care and repair of the wardrobe.

Four hours a week, lecture and laboratory.

First semester, second semester.

Credit, four semester hours.

21. Nutrition. This course is composed of laboratory work and lectures in which the following are considered: composition and care of food; nutritive properties and body requirements; essentials of an adequate diet; digestion; food needs of persons of different ages; thorough study of vitamins and metabolism; planning and preparation of adequate meals for family groups.

Prerequisite: Home Economics 12.

Six hours a week, lecture and laboratory.

First semester.

Credit, three semester hours.

22. Meal Planning and Table Service. Planning and preparation of meals satisfying diverse requirements in family groups and individuals. Emphasis in normal nutrition and health for children and prevention of malnutrition. Table

*Additional laboratory problems may be elected by the students completing the required work.

service for formal and informal meals is practised in the laboratory in conjunction with meal planning.

Prerequisite: Home Economics 21.

Six hours a week, lecture and laboratory.

Second Semester.

Credit, three semester hours.

23. Textiles and Advanced Clothing Construction. The lecture work includes a comparative study of some two hundred fabrics as regards identification of fibers, the construction, quality, and price of materials in relation to their various uses. This group of materials covers all fabrics used in the home. Practical home tests for differentiation in fabric content are discussed.

In the laboratory advanced problems in garment construction, pattern alteration, and elementary pattern construction are carried on.

Prerequisites: Home Economics 13; 14, or equivalent.

Six hours a week, lecture and laboratory.

First semester.

Credit, three semester hours.

24. Textile Economics and Advanced Clothing Construction. The lectures include a study of the economic conditions affecting the history of the textile industry and the clothing industry from the standpoint of the industry itself, the workers and the consumers; style and fashion, and the economic factors affecting them; job analysis of different types of careers open to students of Textiles and Clothing.

Laboratory problems include advanced work in clothing construction and pattern study.

Prerequisite: Home Economics 23.

Six hours a week, lecture and laboratory.

Second Semester.

Credit, three semester hours.

LATIN

MISS CASON

One of the chief aims of this department is to assist the student in acquiring a background of classical culture which will enrich her future attainments in whatever field she may choose for specialization. An effort is made to stimulate interest through extensive collateral readings, through illustrative material in art and archaeology, and through a conscientious investigation of the facts of Roman life and literature. The student is taught, as far as the opportunity is afforded, to appreciate the debt of the modern world to Rome and, through Rome, to Greece.

I. Cicero. Reading of not less than four orations (or an equivalent amount in a text like Ullman and Henry's Third Year Latin Book); oral and written composition; sight reading.

Prerequisite: Two units of high school Latin.

Four hours a week.

First semester.

Credit, four semester hours.

4. Vergil. Reading of not less than four books of the Aeneid. A study will be made of the entire poem. Extensive collateral readings; oral and written composition; sight reading.

Prerequisite: Three units of high school Latin, or Latin I or the equivalent.

Four hours a week.

Second semester.

Credit, four semester hours.

11. Cicero: De Senectute, Tusculanae Disputationes I. Syntax reviews; practise in the writing of Latin; collateral readings; a study of the philosophical thought of the ancients, with especial attention to Stoicism and Epicureanism.

Prerequisite: Four units of high school Latin, or Latin 4 or the equivalent.

Three hours a week.

First semester.

Credit, three semester hours.

12. Selections from Latin Prose and Poetry. A text with this title, edited by Harrington and Scott, will be used for this course. While illustrative selections from several authors will be translated, attention will be given chiefly to Catullus, Horace, and Livy. Syntax reviews; practice in the writing of Latin; collateral readings.

Prerequisite: Four units of high school Latin, or Latin 4 or the equivalent.

Three hours a week.

Second semester.

Credit, three semester hours.

13, 14. Latin Writing. The purpose of this course is to develop syntactical accuracy, good diction, and an appreciation of the difference between English idiom and Latin idiom. Students who expect to major in Latin are urged to take the course.

Prerequisite: Four units of high school Latin, or Latin 4 or the equivalent.

One hour a week.

First semester, second semester.

Credit, two semester hours.

15; 16. Classical Mythology. The most important myths are studied, with especial reference to their use in ancient and modern literature and art. While attention will be concentrated chiefly on Greek and Roman mythology, some time will be devoted to the myths of other countries. A knowledge of Latin, while helpful, is not necessary. Open to all students of college grade.

Two hours a week.

First semester, second semester.

Credit, four semester hours.

21. a. Roman Comedy. Selected plays from Plautus and Terence. Three plays will be read carefully; others will be taken rapidly or in translations. Collateral readings.

b. Pliny. Selected letters. Collateral readings.

Prerequisite: Latin 11, 12 or the equivalent.

Three hours a week.

First semester.

Credit, three semester hours.

22. Roman Tragedy. Three of Seneca's tragedies will be read in Latin; others will be taken in translations. Comparison with the Greek originals. Attention to Seneca's influence on European tragedy. Collateral readings.

Three hours a week.
Second semester.

Credit, three semester hours.

LIBRARY METHODS

MISS CHURCH

A course in the use of books and libraries is required of all first-year students during the first semester. If the work is not passed satisfactorily the course must be repeated. This course is designed to give facility in the use of books and libraries. The work consists of lessons on the use of the card catalog, encyclopedias, dictionaries, and general reference tools, with some practise in note-taking and the making of bibliographies.

Two hours a week.

First quarter.

Credit, one semester hour.

MATHEMATICS

MISS EWING

MRS. SHACKLEFORD

1. College Algebra. A general review is made of all topics usually covered in a second-year high school course in addition to all topics offered in Mathematics 11.

Prerequisites: Algebra, I unit; Geometry, I unit.

Five hours a week.

First semester.

Credit, three semester hours.

11. College Algebra. A general review is followed by a study of exponents, radicals, quadratic equations, simultaneous quadratic equations, inequalities, binomial theorem, progressions, complex numbers, theory of equations, and determinants.

Prerequisites: Algebra, 1½ units; Geometry, I unit.

Three hours a week.

First semester.

Credit, three semester hours.

12. Plane Trigonometry. The work consists of trigonometric functions and formulae, theory and use of tables, solution of right and oblique triangles (with applications to problems of Physics and Surveying), inverse functions, trigonometric equations.

Prerequisite: Mathematics I or II or the equivalent.

Three hours a week.

Second semester.

Credit, three semester hours.

21. Analytic Geometry. Graphical representation of points and curves in a plane, determination of the properties and relations of plane curves by a study

of their equations and graphs. The straight line and the conic sections are fully investigated.

Prerequisite: Mathematics 11. 12 or its equivalent.

Three hours a week.

First semester.

Credit, three semester hours.

22. Differential Calculus. Beginners' Course. Methods of differentiation, with the usual geometric and physical applications. Problems of maxima and minima, etc.

Prerequisite: Mathematics 21.

Three hours a week.

Second semester.

Credit, three semester hours.

MUSIC

MR. RIGGS

15; 16. History of Music. A general survey of the development of music from the earliest times to the present day. Music prior to the seventeenth century is studied as background for a fuller consideration of the epoch of instrumental polyphony, the Classics and Romantic Periods, and the Modern Era. Text, reference reading, lectures, critical and creative listening to many illustrations on the Victrola and Duo-Art reproducing piano. There is no fee for this course.

Music 15 is a prerequisite for Music 16.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

25, 26. Advanced History, and Forms of Music. A critical and appreciative study of various types of music: opera, oratorio, symphonic and chamber music, the repertory for solo instruments and voice. Particular attention is given to works of the nineteenth and twentieth centuries. Copious illustrations on Victrola and Duo-Art reproducing piano; study of programs of visiting artists; reference reading and reports. There is no fee for this course.

Prerequisite: Music 15, 16.

Two hours a week.

First semester, second semester.

Credit, four semester hours.

For descriptions of all courses offered in Music, see pages 69-81.

PHYSICAL EDUCATION

MISS MORRISON, Director

MISS CARLING

MISS GOODRICH

MISS CAYCE

MISS JETER

MISS O'DONNELL

MISS SMITH

The value of Physical Education, both morally and ethically, the training of the body for utility and grace, and the intelligent care of it for protection against weakness and disease, make the School

of Physical Education one of greatest importance. Every effort has been made to make the equipment and management as complete as possible. Physical training is given free of charge to all students, and is required of them for at least three hours a week in every year. A physical examination is given at the beginning of the session, and a record is kept of the condition of the individual. From this record the student is advised as to the kind and amount of exercise best suited to her needs.

THE GYMNASIUM.—The Gymnasium Building is complete in every detail. On the main floor are two gymnasium rooms—one 90x50 feet, for general activity; the other, 50x28 feet, equipped for special exercise. On this floor also are the executive offices and an examining room. A balcony surrounding the main gymnasium furnishes ample space for spectators. On the balcony floor are recitation rooms, a dancing studio, and a trophy room. On the lower floor are the lockers, dressing rooms, shower baths, and hair dryers. On this floor also is a shampoo room, four bowling alleys, and an instructor's office.

THE SWIMMING POOL.—The swimming pool is in a separate building, adjoining the Gymnasium Building. It is 23x50 feet, and is constructed of white tile. The water is constantly filtered and sterilized, and is kept at the temperature necessary for comfort. The pool room is 66x28 feet, 39 feet in height, surrounded by a spectators' balcony, and supplied with windows on both the pool and balcony floors. A glass roof gives added light.

THE ATHLETIC FIELD.—The outdoor equipment consists of two athletic fields (100x50 yards), three basketball courts, an archery range, four tennis courts, and a riding ring. Adding to the completeness of this equipment is a cement court (179x40 feet), which makes possible the playing of tennis and other games outdoors the entire year.

THE STABLE.—Kentucky and Tennessee are world-famed as the birthplace of the American saddle horse. It seems altogether fitting that a school situated within a few miles of the famous Belle Meade Stock Farm should offer every opportunity to its students to perfect themselves in the one sport for which the South for generations has been preeminent.

The Ward-Belmont stable is owned and maintained by the school. It consists of gaited saddle horses carefully selected as types of dis-

position entirely suitable for school work, and are as safe as is possible for horses to be. Careful instruction is given in the various types of horsemanship, and a groom is in constant attendance, both in the ring and on the road.

RIDING CERTIFICATE

The following course leading to a Riding Certificate is offered for students eighteen years of age or older who wish to specialize in riding:

Physical Education 19, 20
Physical Education 29, 30
Physical Education 15, 16

DANCING CERTIFICATE

The courses offered by the Dance Department have been given due consideration from an artistic and physical standpoint. The first grants an intelligent appreciation of Dancing as to beauty, interpretation, characterization, and musical improvisation. The second, through the practise of rhythmic exercise to musical accompaniment, enables the student to attain perfect posture, grace and poise, accomplishing as a result a coordination of mind, body and muscle.

The teaching method used is a combination of ballet, Denishawn, and German or "modern" dancing, with special classes for toe and tap.

The following course leading to the Dancing Certificate is open to college students:

First Year

English 1, 2	6 hours
Music 15; 16	6 hours
History of Art 1, 2	4 hours
Library Methods	1 hour
Physical Education 15, 16	1 hour
Physical Education 11, 12	4 hours

Second Year

English 21, 22	6 hours
Physical Education 23, 24	6 hours
Physical Education 31, 32	6 hours

NOTE—Academic subjects required for this certificate are not included in the extra charge for the work of this department.

DANCING DIPLOMA

The following course leading to the Dancing Diploma is offered for college students who wish to specialize in Dancing:

First Year

English 1, 2	6 hours
French 1, 2 or 11, 12*	6 or 8 hours
Music 15; 16	6 hours
Art History 1, 2	4 hours
Library Methods	1 hour
Physical Education 15, 16	1 hour
Physical Education 11, 12	4 hours

Second Year

English 21, 22 or 23, 24 or 25B, 26B	6 hours
Psychology 21; 22	6 hours
Principles of Design (first semester)	2 hours
Costume Construction (second semester)	2 hours
Physical Education 23, 24	6 hours
Physical Education 31, 32	6 hours
Physical Education 35, 36	2 hours

NOTE—Academic subjects required for this diploma are not included in the extra charge for the work of this department.

The applicant for the Dancing Diploma must give a creditable program of dances, two of which must be her own compositions, with costumes designed by her.

High school students who wish to perfect themselves in the art of Dancing or who wish to work toward the Dancing Certificate, are permitted to do the practical dancing work—six hours a week—and will be awarded a Proficiency Certificate in Practise at the completion of two years of work.

PHYSICAL EDUCATION DIPLOMA

A two-year course is offered to those who wish to specialize in Physical Education. It is open to students who have been admitted to college standing, with the usual college-entrance requirements.

Applicants to the course must be without organic disease or any serious functional disorder. The course each year amounts to twenty-six semester hours of recitation or lecture, and a minimum of six hours per week in practical work. For the latter, six semester hours of credit are allowed. A minimum of sixty quality credits† on the two-year course is required.

*Two years of French in high school meets this requirement.

†See note, page 25, for explanation of quality credits.

First Year

Physical Education 15, 16	1 hour
Physical Education 13, 14	2 hours
Physical Education 17, 18	6 hours
Biology 11, 12	8 hours
Chemistry 11, 12	8 hours
English 1, 2	6 hours
Library Methods	1 hour

Second Year

Physical Education 23, 24	6 hours
Physical Education 25, 26	4 hours
Physical Education 27, 28	6 hours
Physiology 11, 12	6 hours
Psychology 21; 22	6 hours
Elective	4 hours

NOTE—Academic subjects required for this diploma are not included in the extra charge for the work of this department.

1, 2. Gymnastics and Sports. This course is required of all freshman college students unless Physical Education 11, 12 is elected. During the fall and spring students elect outdoor sports. Elementary work in marching, calisthenics, folk dancing and light gymnastic work is given during the winter. Swimming is required until the student is able to pass a proficiency test. Dancing or riding may be elected in place of sports.

Three hours a week.

First semester, second semester.

Credit, two semester hours.

3-A. Swimming. Instruction for beginners.

One hour a week.

3-B. Swimming. Elementary strokes and dives, for pupils who have learned to swim and wish instruction in perfecting form.

One hour a week for eight weeks.

11, 12. Elementary Certificate Dancing. Instruction is given in the technic of classic, character, folk, interpretive, toe, and tap dancing. The lecture work covers an explanation of technical terms used in teaching dancing, and of musical terms, note values and tempos with reference to dance composition. During the second semester a survey is made of folk costume in relation to authentic dances of foreign countries.

Dancing, six hours a week; lecture, one hour a week.

First semester, second semester.

Credit, four semester hours.

11-A. Dancing. Instruction in elementary technic and classic, interpretive and folk dances of medium difficulty.

One hour a week.

11-B. Dancing. Instruction in elementary technic of toe dancing and in toe dances of medium difficulty.

One hour a week.

11-C. Dancing. Instruction in elementary tap dancing.

One hour a week.

11-D. Dancing. Instruction in ballroom dancing.

One hour a week.

11-E. Dancing. Instruction in nature and interpretive dancing.

One hour a week.

11-F. Dancing. Instruction in elementary character dancing.

One hour a week.

13, 14. Playground Supervision. This course embraces the history and scope of the playground movement, playground organization, administration and conduct, and the nature and function of play. The practical work includes normal instruction in folk dances and singing games, gymnastic and athletic games, athletics, and craft work.

Open to any college student.

Two hours a week.

First semester, second semester.

Credit, two semester hours.

15, 16. Personal Hygiene. Lecture course on the parts of the body and their care; the relationship of habits and environment to the health, efficiency, and well-being of the individual; lectures, readings and papers. Required of all second-year students and applicants for diplomas.

One hour a week.

First semester, second semester.

Credit, one semester hour.

17, 18. Sports and Gymnastics. During the fall and spring, outdoor sports—field hockey, archery, tennis, basketball, baseball, and track—are practised for the development of skill. During the winter, instruction is given in military marching and elementary tactics, elementary free standing exercises and work with hand apparatus, tumbling, fundamental work on gymnastic apparatus such as horse, parallel bars, boom, ropes, ladders, rings, etc. One hour a week is required in dancing and in swimming.

Six to nine hours a week.

First semester, second semester.

Credit, six semester hours.

19, 20. Certificate Riding. Instruction is given covering all fundamental points of mounting, dismounting, controlling the horse, riding and gaiting the walk, trot and canter, and road riding. The anatomy and conformation of the horse, saddling, bridling, and the care of the horse are studied in lecture periods.

Riding, six hours a week, fall and spring; lecture, four hours a week for one semester.

Credit, four semester hours.

19-A. Riding. For beginners. Instruction in mounting, dismounting, proper methods of holding reins and guiding the horse, the seat and how to ride the walk, trot, and canter.

Open to all students.

Fall and spring.

NOTE—The Riding Ticket listed (p. 85) includes Riding for three hours a week for ten weeks, during the fall or spring.

21, 22. Elective Sports. This course in connection with Physical Education 15, 16 is required of all second-year students. Outdoor sports are offered during the autumn and spring; indoor sports and gymnastics during the winter. Courses in dancing, riding or swimming may be elected to meet the requirements in full or in part.

Two hours a week.

First semester, second semester.

Credit, one semester hour.

23. Anatomy. A course in Gross Anatomy, concerning bones, ligaments, and muscles.

Three hours a week.

First semester.

Credit, three semester hours.

24. Applied Anatomy and Kinesiology. A study of the mechanical structure of the body, of muscular control and action, and of the effects produced upon the body by various forms of physical activity.

Three hours a week.

Second semester.

Credit, three semester hours.

25. Methods of Teaching Gymnastics. A brief history of Physical Education, with a study of gymnastic terminology and methods of teaching and organizing progressive courses and lessons in gymnastics.

Two hours a week.

First semester.

Credit, two semester hours.

26. Observation and Practise Teaching. The aim of this course is to give each student practical experience in teaching and coaching under critical observation.

Two hours a week.

Second semester.

Credit, two semester hours.

27, 28. Advanced Work in Sports and Gymnastics. During the fall and spring, outdoor sports will be practised for further development of skill and will be studied for knowledge of rules and coaching methods. During the winter, advance work in marching, gymnastics, calisthenics, apparatus work and tumbling will be given. Dancing and swimming will be required one period a week each.

Six to nine hours a week.

First semester, second semester.

Credit, six semester hours.

29, 30. Advanced Certificate Riding. Instruction in signaling a five-gaited saddle horse, in jumping and hurdling, and in games and stunt riding is given to girls who have shown sufficient proficiency in riding. The lecture work of this class covers the subjects of stable management, selection of horses, methods of organizing and teaching riding classes and road groups. Work in observation and practise teaching is required.

Riding, six hours a week, fall and spring; lecture, four hours a week for one semester.

Credit, four semester hours.

Fall and spring.

29-A. Riding. Three-gaited class. For pupils who have ridden, but wish lessons. Instruction in riding the walk, trot, canter, and in properly gaiting the horse.

29-B. Riding. Five-gaited class. Open only to pupils who have perfected themselves in the three-gaited class. The work of the class consists mainly in learning to signal properly a five-gaited saddle horse.

29-C. Riding. Jumping and hurdling. Open only to pupils who have passed the three-gaited work and are good horsewomen. Instruction in the management of the horse and the proper seat and hands on the jump.

29-D. Riding. Road riding. Open only to pupils who can satisfactorily pass a road riding test.

29-E. Riding. Games and stunt riding. Open only to pupils who can pass Physical Education 29-A.

31, 32. Advanced Certificate Dancing. Instruction is given in advanced technic of classic, character, interpretive, toe, and tap dancing. The lecture course embraces the definition of technical terms, dance notation, methods of teaching, program building, and the staging and direction of dance recitals.

Dancing, six hours a week; lecture, two hours a week.

First semester, second semester.

Credit, six semester hours.

31-A. Dancing. Instruction in intermediate technic and in national, character and interpretive dances.

One hour a week.

31-B. Dancing. Instruction in intermediate technic of toe dancing and in toe dances of progressive difficulty.

One hour a week.

31-C. Dancing. Instruction in advanced technic and in national, character and interpretive dances.

One hour a week.

31-D. Dancing. Instruction in advanced technic and toe dancing.

One hour a week.

31-E. Dancing. Instruction in advanced nature and interpretive dancing.

One hour a week.

31-F. Dancing. Instruction in advanced character dancing.

One hour a week.

31-G. Dancing. Instruction in routine of advanced tap dancing.

One hour a week.

35, 36. Methods of Teaching Dancing. A practical application of course 31, 32: composition and adaptation of dances, observation and practice teaching.

One hour a week.

First semester, second semester.

Credit, two semester hours.

PHYSIOLOGY

MISS GOODRICH

11, 12. General Physiology. This is a study of the human body, its structure, functions, and the laws which govern it and of how to maintain the health of the individual and community.

Prerequisite: working knowledge of Biology and Chemistry.

Lecture, two hours; laboratory, two hours.

First semester, second semester.

Credit, six semester hours.

22. Physiology for Home Economics Students. A study of human physiology, including the principles of cell metabolism and the use of foods, the structure and functions of the organs.

Prerequisite: Chemistry 11, 12.

Lecture, two hours; laboratory, two hours.

Second semester.

Credit, three semester hours.

PSYCHOLOGY

MISS NORRIS

12. Practical Psychology. An application of psychological principles to the social and emotional aspects of campus life, with individual experiments on building habits conducive to efficient social relations.

Two hours a week.

Second semester.

Credit, two semester hours.

21; 22. Psychology. An introductory course in Psychology, giving a general survey of the fundamental facts and laws of mind, with applications and simple illustrative experiments, followed by an introductory course in the study of childhood, with practical applications.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

RELIGION

MISS VAN HOOSER

11; 12. A Survey of Biblical Literature. The study in this course is based on the types of literature represented in both the Old and New Testaments. There is included a study of the development of the religion and ethics of the Hebrews as set forth in the Old Testament.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

13. The Life of Jesus. A comparative study of the four Gospels, using them as a basis for a review of the life and times of Christ.

Two hours a week.

First semester.

Credit, two semester hours.

14. The Life of Paul and the Development of the Apostolic Church. The book of Acts and the Pauline letters form the basis of this course. An attempt is made to grasp the permanent religious message of Paul, and to show the environment in the midst of which the Christian movement originated.

Two hours a week.

Second semester.

Credit, two semester hours.

15; 16. Problems of Religion and Life. A constructive study of the religious and personal problems of students in the modern world. The contributions that religion should make to the problems of home, vocation and society are considered.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

17; 18. Religious Education in the Community. The present objectives of religious education are studied and a complete education program planned for a definite church school. Attention is also given to other agencies of religious

31, 32. Advanced Certificate Dancing. Instruction is given in advanced technic of classic, character, interpretive, toe, and tap dancing. The lecture course embraces the definition of technical terms, dance notation, methods of teaching, program building, and the staging and direction of dance recitals.

Dancing, six hours a week; lecture, two hours a week.

First semester, second semester.

Credit, six semester hours.

31-A. Dancing. Instruction in intermediate technic and in national, character and interpretive dances.

One hour a week.

31-B. Dancing. Instruction in intermediate technic of toe dancing and in toe dances of progressive difficulty.

One hour a week.

31-C. Dancing. Instruction in advanced technic and in national, character and interpretive dances.

One hour a week.

31-D. Dancing. Instruction in advanced technic and toe dancing.

One hour a week.

31-E. Dancing. Instruction in advanced nature and interpretive dancing.

One hour a week.

31-F. Dancing. Instruction in advanced character dancing.

One hour a week.

31-G. Dancing. Instruction in routine of advanced tap dancing.

One hour a week.

35, 36. Methods of Teaching Dancing. A practical application of course 31, 32: composition and adaptation of dances, observation and practice teaching.

One hour a week.

First semester, second semester.

Credit, two semester hours.

PHYSIOLOGY

MISS GOODRICH

11, 12. General Physiology. This is a study of the human body, its structure, functions, and the laws which govern it and of how to maintain the health of the individual and community.

Prerequisite: working knowledge of Biology and Chemistry.

Lecture, two hours; laboratory, two hours.

First semester, second semester.

Credit, six semester hours.

22. Physiology for Home Economics Students. A study of human physiology, including the principles of cell metabolism and the use of foods, the structure and functions of the organs.

Prerequisite: Chemistry 11, 12.

Lecture, two hours; laboratory, two hours.

Second semester.

Credit, three semester hours.

PSYCHOLOGY

MISS NORRIS

12. Practical Psychology. An application of psychological principles to the social and emotional aspects of campus life, with individual experiments on building habits conducive to efficient social relations.

Two hours a week.

Second semester.

Credit, two semester hours.

21; 22. Psychology. An introductory course in Psychology, giving a general survey of the fundamental facts and laws of mind, with applications and simple illustrative experiments, followed by an introductory course in the study of childhood, with practical applications.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

RELIGION

MISS VAN HOOSER

11; 12. A Survey of Biblical Literature. The study in this course is based on the types of literature represented in both the Old and New Testaments. There is included a study of the development of the religion and ethics of the Hebrews as set forth in the Old Testament.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

13. The Life of Jesus. A comparative study of the four Gospels, using them as a basis for a review of the life and times of Christ.

Two hours a week.

First semester.

Credit, two semester hours.

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22. Physiology for Home Economics Students. A study of human physiology, including the principles of cell metabolism and the use of foods, the structure and functions of the organs.

Prerequisite: Chemistry 11, 12.

Lecture, two hours; laboratory, two hours.

Second semester.

Credit, three semester hours.

PSYCHOLOGY

MISS NORRIS

12. Practical Psychology. An application of psychological principles to the social and emotional aspects of campus life, with individual experiments on building habits conducive to efficient social relations.

Two hours a week.

Second semester.

Credit, two semester hours.

21; 22. Psychology. An introductory course in Psychology, giving a general survey of the fundamental facts and laws of mind, with applications and simple illustrative experiments, followed by an introductory course in the study of childhood, with practical applications.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

RELIGION

MISS VAN HOOSER

11; 12. A Survey of Biblical Literature. The study in this course is based on the types of literature represented in both the Old and New Testaments. There is included a study of the development of the religion and ethics of the Hebrews as set forth in the Old Testament.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

13. The Life of Jesus. A comparative study of the four Gospels, using them as a basis for a review of the life and times of Christ.

Two hours a week.

First semester.

Credit, two semester hours.

14. The Life of Paul and the Development of the Apostolic Church. The book of Acts and the Pauline letters form the basis of this course. An attempt is made to grasp the permanent religious message of Paul, and to show the environment in the midst of which the Christian movement originated.

Two hours a week.

Second semester.

Credit, two semester hours.

15; 16. Problems of Religion and Life. A constructive study of the religious and personal problems of students in the modern world. The contributions that religion should make to the problems of home, vocation and society are considered.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

17; 18. Religious Education in the Community. The present objectives of religious education are studied and a complete education program planned for a definite church school. Attention is also given to other agencies of religious

31, 32. Advanced Certificate Dancing. Instruction is given in advanced technic of classic, character, interpretive, toe, and tap dancing. The lecture course embraces the definition of technical terms, dance notation, methods of teaching, program building, and the staging and direction of dance recitals.

Dancing, six hours a week; lecture, two hours a week.

First semester, second semester.

Credit, six semester hours.

31-A. Dancing. Instruction in intermediate technic and in national, character and interpretive dances.

One hour a week.

31-B. Dancing. Instruction in intermediate technic of toe dancing and in toe dances of progressive difficulty.

One hour a week.

31-C. Dancing. Instruction in advanced technic and in national, character and interpretive dances.

One hour a week.

31-D. Dancing. Instruction in advanced technic and toe dancing.

One hour a week.

31-E. Dancing. Instruction in advanced nature and interpretive dancing.

One hour a week.

31-F. Dancing. Instruction in advanced character dancing.

One hour a week.

31-G. Dancing. Instruction in routine of advanced tap dancing.

One hour a week.

35, 36. Methods of Teaching Dancing. A practical application of course 31, 32: composition and adaptation of dances, observation and practice teaching.

One hour a week.

First semester, second semester.

Credit, two semester hours.

PHYSIOLOGY

MISS GOODRICH

11, 12. General Physiology. This is a study of the human body, its structure, functions, and the laws which govern it and of how to maintain the health of the individual and community.

Prerequisite: working knowledge of Biology and Chemistry.

Lecture, two hours; laboratory, two hours.

First semester, second semester.

Credit, six semester hours.

22. Physiology for Home Economics Students. A study of human physiology, including the principles of cell metabolism and the use of foods, the structure and functions of the organs.

Prerequisite: Chemistry 11, 12.

Lecture, two hours; laboratory, two hours.

Second semester.

Credit, three semester hours.

PSYCHOLOGY

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Two hours a week.

Second semester.

Credit, two semester hours.

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Three hours a week.

First semester, second semester.

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Three hours a week.

First semester, second semester.

Credit, six semester hours.

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Two hours a week.

First semester.

Credit, two semester hours.

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Two hours a week.

Second semester.

Credit, two semester hours.

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Three hours a week.

First semester, second semester.

Credit, six semester hours.

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First semester, second semester.

Credit, six semester hours.

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One hour a week.

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One hour a week.

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One hour a week.

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One hour a week.

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One hour a week.

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One hour a week.

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One hour a week.

First semester, second semester.

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Prerequisite: Chemistry 11, 12.

Lecture, two hours; laboratory, two hours.

Second semester.

Credit, three semester hours.

PSYCHOLOGY

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Two hours a week.

Second semester.

Credit, two semester hours.

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Three hours a week.

First semester, second semester.

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Three hours a week.

First semester, second semester.

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Two hours a week.

First semester.

Credit, two semester hours.

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Two hours a week.

Second semester.

Credit, two semester hours.

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Three hours a week.

First semester, second semester.

Credit, six semester hours.

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Dancing, six hours a week; lecture, two hours a week.

First semester, second semester.

Credit, six semester hours.

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One hour a week.

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One hour a week.

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One hour a week.

31-D. Dancing. Instruction in advanced technic and toe dancing.

One hour a week.

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One hour a week.

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One hour a week.

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One hour a week.

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One hour a week.

First semester, second semester.

Credit, two semester hours.

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Lecture, two hours; laboratory, two hours.

First semester, second semester.

Credit, six semester hours.

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Prerequisite: Chemistry 11, 12.

Lecture, two hours; laboratory, two hours.

Second semester.

Credit, three semester hours.

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Two hours a week.

Second semester.

Credit, two semester hours.

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Three hours a week.

First semester, second semester.

Credit, six semester hours.

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Three hours a week.

First semester, second semester.

Credit, six semester hours.

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Two hours a week.

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Two hours a week.

Second semester.

Credit, two semester hours.

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Three hours a week.

First semester, second semester.

Credit, six semester hours.

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Dancing, six hours a week; lecture, two hours a week.

First semester, second semester.

Credit, six semester hours.

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One hour a week.

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One hour a week.

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One hour a week.

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One hour a week.

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One hour a week.

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One hour a week.

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One hour a week.

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One hour a week.

First semester, second semester.

Credit, two semester hours.

PHYSIOLOGY

MISS GOODRICH

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Prerequisite: working knowledge of Biology and Chemistry.

Lecture, two hours; laboratory, two hours.

First semester, second semester.

Credit, six semester hours.

22. Physiology for Home Economics Students. A study of human physiology, including the principles of cell metabolism and the use of foods, the structure and functions of the organs.

Prerequisite: Chemistry 11, 12.

Lecture, two hours; laboratory, two hours.

Second semester.

Credit, three semester hours.

PSYCHOLOGY

MISS NORRIS

12. Practical Psychology. An application of psychological principles to the social and emotional aspects of campus life, with individual experiments on building habits conducive to efficient social relations.

Two hours a week.

Second semester.

Credit, two semester hours.

21; 22. Psychology. An introductory course in Psychology, giving a general survey of the fundamental facts and laws of mind, with applications and simple illustrative experiments, followed by an introductory course in the study of childhood, with practical applications.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

RELIGION

MISS VAN HOOSER

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Three hours a week.

First semester, second semester.

Credit, six semester hours.

13. The Life of Jesus. A comparative study of the four Gospels, using them as a basis for a review of the life and times of Christ.

Two hours a week.

First semester.

Credit, two semester hours.

14. The Life of Paul and the Development of the Apostolic Church. The book of Acts and the Pauline letters form the basis of this course. An attempt is made to grasp the permanent religious message of Paul, and to show the environment in the midst of which the Christian movement originated.

Two hours a week.

Second semester.

Credit, two semester hours.

15; 16. Problems of Religion and Life. A constructive study of the religious and personal problems of students in the modern world. The contributions that religion should make to the problems of home, vocation and society are considered.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

17; 18. Religious Education in the Community. The present objectives of religious education are studied and a complete education program planned for a definite church school. Attention is also given to other agencies of religious

education such as young people's organizations, weekday schools of religion and the vacation Bible school. Supervised field work is planned as a part of the course.

Two hours recitation, two hours field work a week.

First semester, second semester.

Credit, six semester hours.

SECRETARIAL TRAINING

MISS HENDERSON

MR. FLOWERS

This course in secretarial training is designed to cover two years' work. A certificate is awarded to those students who complete the following course:

First Year		Second Year	
Secretarial Training 1, 2	6 hours	Secretarial Training 11, 12	6 hours
Secretarial Training 3, 4		Secretarial Training 13, 14	
Secretarial Training 5, 6	4 hours	Secretarial Training 15, 16	6 hours
Economics 1; 2	6 hours	Secretarial Training 17, 18	4 hours
English 1, 2	6 hours	Secretarial Training 20	1 hour
Library Methods	1 hour	Elective	6 hours
Physical Education 1, 2	2 hours	Physical Education 15, 16	1 hour
		Physical Education 21, 22	1 hour

Economics 21, 22, Sociology 21, 22 and Psychology 21; 22 are strongly recommended as elective subjects.

1, 2. Elementary Shorthand. This course embraces the fundamental principles of the system of shorthand, with special emphasis upon word signs and construction, elements of phrase writing, accuracy tests and letter writing. Shorthand penmanship drills are given daily. No credit is given for this course unless taken in conjunction with Typewriting 3, 4.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

3, 4. Elementary Typewriting. The object of instruction in typewriting is to impart a correct scientific method of fingering and a skillful, uniform touch, and to train the students in all the details of form and arrangement of transcript. The materials used are literary articles, business letters of all kinds, telegrams, rough drafts, articles of agreement, certificates of incorporation, the writing of a will and other legal forms, and speed tests.

Test for promotion: New matter at not less than thirty words per minute net, for fifteen minutes with not more than five errors.

No separate credit is given for this course. Three hours a week, two hours laboratory.

5, 6. Bookkeeping. The purpose of this course is to present a plan of keeping the records necessary for the average professional man, or small business, without going into detail into the development of accounting principles.

Each student is required to have and keep three sets of books. The work includes single and double entry bookkeeping; practise in the use of checks, drafts and notes; the preparation of balance sheets, statement of profit and loss; and closing the ledger. Books used in this set are: (1) Books of original entry, such as cash, sales and purchase books; (2) the ledger as a final record of account.

Lectures are given on the following topics: gambling, speculation and investment; stocks and bonds; money and banking.

Typewriting 3, 4 must be taken at the same time unless special permission is granted otherwise.

Four hours a week.

First semester, second semester.

Credit, four semester hours.

11, 12. Advanced Shorthand. Attention is given to phrasing and ability to write and translate shorthand with greater speed and accuracy. Dictation consists of business letters, legal documents, such as wills, deeds, and mortgages, and court reporting. Efficiency contests are given daily throughout the year at different rates of speed, 60, 80, 90 and 100 words per minute.

Court reporting is taken up the second semester. This includes practise in reading and writing shorthand notes of court testimony, jury charges and various phases of court work.

Frequent lectures are given during the year on secretarial training, personality of the secretary, and the secretary as office manager. Some ten or twelve recent books on business organization and correspondence are read and discussed.

No credit is given for this course unless taken in conjunction with Typewriting 13, 14.

Prerequisite: Stenography 1, 2.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

13, 14. Advanced Typewriting. This is a continuation of Typewriting 3, 4. It includes the transcribing of shorthand notes on the typewriter, letter writing, speed tests, training in the care of the machine, and the modern methods of manifold and filing papers.

Test for promotion: Advanced new matter at not less than 55 words per minute for fifteen minutes with not more than five errors.

No separate credit is given for this course. Three hours a week, two hours laboratory.

15, 16. Accounting. This course is designed to serve as an introduction to the entire field of accounting. Practise and theory are developed as a unit. The following topics are considered:

Accounting Defined; The Accounting Process; The Balance Sheet, as to function, construction, form and classification of accounts; The Statement of Profit and Loss, as to function, construction, form and classification of accounts; The Working Sheet, accounts, object, construction, classification, charting; Depreciation, Depletion and Amortization; Sole Ownership; Partnership, opening books, adjustment of accounts, dissolution; Corporation, characteristics, opening of the books, capital stock, surplus and reserves, dividends, sinking fund; Intercompany.

Branch, and Departmental Relationships; Fiduciary Accounts; Annuities; Auditing, the auditor, responsibility, procedure and reports.

Prerequisite: Bookkeeping.

Six hours a week.

First semester, second semester.

Credit, six semester hours.

17; 18. Commercial Law. This course is designed to give the student a thorough and correct understanding of the fundamental principles of commercial law, and to teach her the attitude of caution and deliberation so that she will undertake business transactions thoughtfully and with a knowledge of her legal rights. The course covers a study of sales, agency, negotiable instruments, guaranty, insurance, real property, partnership, corporations, and other subjects. Particular emphasis is given contracts.

Two hours a week.

First semester, second semester.

Credit, four semester hours.

20. Office Training and Observation. The purpose of this course is to provide, as nearly as possible, a business laboratory in which the student applies the principles learned in other secretarial courses and acquires further information on phases not emphasized in those subjects, such as indexing, alphabetizing, mailing, filing, and the operating of various office appliances. In addition to assigned projects, reading and reports, the students will go on field trips for observation of office routine in different types of business organizations.

One hour a week.

Second semester.

Credit, one semester hour.

SOCIOLOGY

21. Introduction to Sociology. This course undertakes to explain the origin, structure, growth and activities of society by the working of psychical, physical and other vital forces operating together in a continuous process.

Among the topics discussed are: human nature, isolation, social contact, social interaction, social forces, conflict, accommodation, social control, social progress.

Three hours a week.

First semester.

Credit, three semester hours.

22. Community Welfare. This course undertakes to analyze and to appraise the movements for community welfare. It aims to guide the student to an understanding of the problems of modern public welfare and social work.

Among the topics discussed are: public welfare and social development, the relation between public and private charitable enterprise, poor relief, care of mental defectives, care and treatment of law-breakers, provision for child care, problems of public health.

Three hours a week.

Second semester.

Credit, three semester hours.

SPANISH

MR. DONNER

11, 12. Beginners Course. Grammar; the reading of about three hundred pages of simple Spanish prose; written and oral exercises founded on selected texts; conversation.

Four hours a week.

First semester, second semester.

Credit, eight semester hours.

13, 14. Intermediate Course. Grammar reviewed; the reading of about three hundred pages from standard authors of Spain and Spanish America; composition; conversation.

Prerequisite: Two years high school Spanish or Spanish 11, 12 or its equivalent.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

21, 22. Nineteenth and Twentieth Century Literature. About eight hundred pages from standard authors of the nineteenth and twentieth centuries are read. Lectures are given on the literature, life and customs of the Spanish people. Themes and reports in Spanish are required.

Prerequisite: Spanish 13, 14 or its equivalent.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

THE HIGH SCHOOL

REQUIREMENT FOR ADMISSION.—Students who have completed the grammar school grades will be admitted without examination to the first-year high school class. It is necessary that the applicant present from the principal of the school from which she comes an official statement that she has completed the grammar school grades.

Students who seek admission to any high school class beyond that of the first year must present upon application a transcript showing the official record of all high school work previously carried. If the school is not accredited, satisfactory examinations will be required.

YEARLY SCHEDULE.—A student's yearly schedule should consist of four subjects credited as one unit each. Under certain conditions, however, a minimum of three subjects and a maximum of five are allowed. In addition physical education is required of all students each year. For a description of the required courses see page 65.

REQUIREMENTS FOR THE HIGH SCHOOL CERTIFICATE.—The high school certificate is awarded to students who have completed sixteen preparatory units, as described below, and the prescribed work in physical education. Of the required sixteen units at least four must be taken in Ward-Belmont.

A unit represents five periods of at least forty-five minutes each per week for a year in a subject ordinarily taught in standard high schools, each recitation requiring preparation. Periods at Ward-Belmont are of a minimum duration of fifty minutes.

No credit is given for less than two units of a foreign language taken in high school.

Required Units—9.

English	3 units—including English IV.
Foreign Language	2 units in one language.
History	1 unit.
Mathematics	2 units—Algebra, 1 unit. Plane Geometry, 1 unit.
Science	1 unit in Biology or Chemistry.

Elective Units—7.

NOTE—Physics, when transferred from an accredited high school, will be accepted in place of Biology or Chemistry. For pupils not preparing for college entrance some other unit may take the place of Geometry.

CREDIT ALLOWED IN SPECIAL SUBJECTS.—Units in the special subjects—art, expression, home economics, music—will be credited toward a high school certificate. **Art**—One unit represents eight periods of supervised studio work per week. **Expression**—One unit represents four periods of prepared class work per week. **Home Economics**—One unit in Cooking or in Sewing represents three lecture periods and two double laboratory periods each week. **Music**—One unit of credit represents two lessons per week in piano, organ, violin, or voice, accompanied by a course in theory of music or musical appreciation. One hour's daily practise is required.

CLASSIFICATION.—The work completed by the beginning of a school year determines the class to which a student belongs.

Four completed units give second year classification.

Eight completed units give third year classification.

Twelve completed units give fourth year classification.

If a student lacks not more than one of the required number of units, she will be given conditional classification.

REPORTS AND GRADING SYSTEM.—Reports are sent out from the office at the close of each month and at the close of each semester. The monthly grade represents the average standing which the student has maintained, by daily recitations, written work and tests, during any given month. The semester grade represents the combination of the semester examination and the average of monthly grades.

The system of grading is as follows:

A Excellent	D Passing
B Above Average	E Condition
C Average	F Failure

The school may not recommend for advanced high school or college work a student who does not make an average grade of "C."

DESCRIPTION OF COURSES

ART

MISS GORDON

I. Perspective, principles of composition and design, lettering with application to posters, figure drawing, memory drawing, direct painting in water colors of fruit, flowers, etc., mechanical drawing.

Eight hours a week.

Credit, one unit.

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II. A continuation of the work of the first year; more difficult problems in perspective, design and color are given. The mediums used are tempera, water color, pen and ink, pencil, charcoal, crayons. One or more problems in craft work will be required.

Eight hours a week.

Credit, one unit.

BIBLE

MISS VAN HOOSER

I. **Elementary Bible History.** An elementary history of the Bible, intended to acquaint the student with leading Bible characters and events, together with the corresponding chronology and geography.

Five periods a week.

Credit, one unit.

II. **The Life of Jesus.** Study of the land in which Jesus lived, its people and customs, the work and character of Jesus. Sources: The Gospel narratives, together with critical studies in the history, thought, and customs of his time.

Four hours a week.

Credit, one unit.

Courses I and II are given in alternate years.

BIOLOGY

MISS FRENCH

An elementary study of plant and animal life, including the principles of living protoplasm, structure and physiology of selected types, and economic relationships.

Three recitations and two double periods of laboratory and field work.

First and second semesters.

Credit, one unit.

CHEMISTRY

MISS GRIZZARD

A course planned to give the student a general knowledge of the facts and principles of Chemistry which will be of practical value in everyday life.

Recitations, three periods a week; laboratory, two double periods a week.

Credit, one unit.

ECONOMICS AND SOCIOLOGY

MISS EWING

Economics. **An Introduction to Economics.** A study of economic factors relating to labor, capital, and production; origin of the banking system; foreign and domestic commerce; agricultural problems; and economic problems of cities, of trades, and of taxation; The American Federation of Labor; recent labor legislation, together with proposed reform measures. One period each week devoted to present-day national and international problems.

Parallel readings and supplementary reports.

Four hours a week. Second semester.

Credit, one-half unit.

Sociology. **An Introduction to Sociology.** Origin of the family, forms of the family, historical development and problems of the modern family; growth of

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population and its distribution; immigration and recent laws controlling it; problems of rural and urban communities; a rapid survey of the principles of Socialism in relation to education and progress.

Extensive parallel reading, and special reports on various modern problems. Current problems are correlated with the text.

Five periods a week. First semester.

Credit, one-half unit.

ENGLISH

MISS ORDWAY

MISS PUGH

MRS. SOUBY

I. Composition and grammar three times a week. Literature twice a week.

Grammar: special emphasis given to grammatical principles that contribute to correct expression. Composition: simple narration, description, and letter writing. Weekly themes based on work done in school or on personal experience of pupils. Literature selections. Outside readings, on which reports are made or tests given.

Five periods a week.

Credit, one unit.

II. Composition and grammar twice a week. Literature three times a week.

Grammar based on individual needs in expression. Composition: description, exposition, letter writing, and special methods of paragraph development. Unity and coherence stressed. Weekly themes corrected and returned to pupil for revision. Literature selections. Outside readings, on which reports are made or tests given.

Five periods a week.

Credit, one unit.

III. Literature four times a week. Composition once a week.

Grammar: review of principles necessary for correct and effective work in composition and literature. Composition, exposition and argumentation. Special emphasis given to expository outlines. Weekly themes corrected and returned for revision where necessary. Literature selections. Outside readings, on which reports are made or tests given.

Five periods a week.

Credit, one unit.

IV. Literature four times a week. Composition once a week. Composition: the four forms of composition reviewed; correctness of form required. The arousing of individuality and artistic consciousness stressed. Grammatical principles reviewed when necessary. Literature: outline of the history of English literature; study of selections. Parallel readings, on which reports are made or tests given.

Five periods a week.

Credit, one unit.

EXPRESSION

MISS TOWNSEND, Director

MRS. MILLRING

I. The study of the voice and its cause, study of voice conditions, and improvement of the voice; freedom of body from constriction, harmonic training of body in response to thinking.

The study of receiving ideas, ideas and response of mind, ideas and their connection; spontaneous elements, sympathetic elements; dramatic problems, dramatic insight through early forms of literature, myths, legends, and fairy stories; readings, one-act plays.

Four hours a week.

Credit, one unit.

II. Voice training, problems in voice modulation, and harmonic program; elements of thinking, logical thinking, foundations of expression, dramatic problems; dramatization of early forms of literature, folk stories, fairy stories, myths, legends, ballads, narratives, selected readings, rehearsals.

Four hours a week.

Credit, one unit.

FRENCH

MISS McELFRESH

I. Aim: mastery of simple French—heard, spoken, written. Materials: a grammar; a laboratory manual which provides living material for memorizing language forms and vocabulary; abundant, easy and interesting reading material; wall charts, realia, songs, etc.

Five periods a week.

Credit, one unit.

II. Continuation and elaboration of French I. Drills continued; dictation; abstracts oral and written; free composition; vocabulary-building continued; memorizing of poetry and songs. Simpler uses of all verbs; grammatical fundamentals mastered; English into French based on reading. Reading and class discussion in French of 300-400 pages of standard texts. Parallel reading encouraged. Phonetic symbols required.

Five periods a week.

Credit, one unit.

III. Special emphasis is given in this class to vocabulary building and the mastery of idioms. The work includes a comprehensive review of grammar, dictations, compositions and daily conversations. About 500 pages from such texts as About, "La Mere de la Marquise"; Dumas, "Les Trois Mousquetaires"; and Bordeaux, "La Peur de Vivre" are read.

Five periods a week.

Credit, one unit.

GERMAN

MISS JACKSON

I. Grammar with emphasis on reading, speaking and thinking the language. Conversation with all class work conducted in German. Interesting and easy reading material used at the very beginning in correlation with the grammar. Memorizing of short poems and songs.

Five periods a week.

Credit, one unit.

II. Rapid review of grammar. Memory work consisting mainly of songs. Reading and discussion in German of about 250 pages of standard texts. No translation into English, since the aim of the course is to have the pupil think and speak the language.

Five periods a week.

Credit, one unit.

HISTORY

MISS CASEBIER

MISS HAY

I. Early European History. A study of European history from ancient times to the middle of the seventeenth century. A brief account of the oriental countries as a background for Greek and Roman history; religious, political, social, and military conditions during the middle ages; the Renaissance; period of colonization; the Protestant Reformation.

First semester, class reports on supplementary work. Second semester, summaries and outlines of both primary and secondary sources. Map work throughout the year.

Five periods a week.

Credit, one unit.

II. Modern European History. A study of the history of Europe from the seventeenth century to the present. Rivalry for colonial possessions; constitutionalism in England; the French Revolution; Reconstruction and Reaction in the first half of the nineteenth century; England's colonial development and expansion; imperialism and democracy; the Industrial Revolution; development of modern European powers, their conflicting interests and policies at home and abroad; the World War; the World Settlement, and the Disarmament Conference.

Parallel reading; special reports; current history correlated with the text; map work.

Five periods a week.

Credit, one unit.

III. American History. Survey of the colonial period, with emphasis upon American ideals and institutions; a more intensive study of the critical period; the founding of the national government; the westward expansion; tariff; economic and political problems during the Reconstruction Period; other problems and movements of the nineteenth century; the expansion of the United States as a world power at the beginning of the twentieth century; the World War, and the problems involved. The forms and functions of government are studied; the formation and interpretation of our Constitution.

Parallel reading; special reports; current happenings; map work.

Five periods a week.

Credit, one unit.

IV. English History. A study of English history from the Roman occupation of Britain through the World War. The political, social, religious, and economic elements in the growth of the English people; England's colonial development and imperial problems; her advance as a world power; alliances and ententes; the World War, and the post-war problems.

Map books; bi-monthly reports on approximately four hundred pages of outside reading; short, individual research studies, oral and written; a term paper submitted at the close of the second semester.

Five periods a week.

Credit, one unit.

HOME ECONOMICS

MISS SWENSON, Director

MISS LOOFT

I. Foods. This course includes the following units: (1) food selection and preparation (this unit includes a study of food composition, marketing problems, use

of food in the body, meal planning and preparation); (2) house and home management; (3) child care and development; (4) home and community relationships.

Three recitations, two double laboratory periods a week. Credit, one unit.

II. Clothing. This course includes the following units: (1) textile study; (2) selection and purchase of clothing (this unit includes relation of principles of economics, hygiene and art to clothing); (3) selection and purchase of household textiles; (4) principles of construction; (5) care and repair of clothing.

Three recitations, two double laboratory periods a week. Credit, one unit.

LATIN

MISS CASON

MISS HARGROVE

I. Beginning Latin. The first-year course is designed to give a foundation in the essentials of the language. Principles of grammar and vocabulary are stressed; the correlation of Latin and English is emphasized.

Five periods a week. Credit, one unit.

II. Second Year Latin. This course enlarges on the work of the first year, with the reading of four books of Caesar's Gallic War (or an equivalent amount in standard text). Latin composition is included.

Five periods a week. Credit, one unit.

III. Third Year Latin. Six orations of Cicero (or an equivalent amount of standard readings) are completed. Latin composition is included.

Five periods a week. Credit, one unit.

IV. Fourth Year Latin. The first six books of Vergil's *Aeneid* are read, with attention to sight work and mythology. Selections from other Augustan Age authors form a part of the course. Latin composition is included.

Five periods a week. Credit, one unit.

MATHEMATICS

MISS ALLISON

MRS. SHACKLEFORD

MISS MAJOR

Elementary Algebra. This course includes Positive and Negative Numbers, Fundamental Operations, Fractional and Simultaneous Equations (including graphical solution of a pair of linear equations with two unknowns), Fractions, Highest Common Factor and Lowest Common Multiple, Square Root of Polynomials, and the solution of Quadratic Equations.

Five periods a week. Credit, one unit.

Advanced Algebra. A short review of course I, and a completion of the requirement for college entrance.

Five periods a week. Credit, one unit.

Plane Geometry. Solution of many original problems which follow the general study of Theorems. Special attention given to careful construction of figures.

Five periods a week. Credit, one unit.

Solid Geometry. Lines and Planes, Polyhedrons, Cylinders, Cones, and Spheres are treated. Easily constructed models are used, and frequent references to Plane Geometry are made.

Five periods a week for one semester. Credit, one-half unit.

MUSICAL SCIENCES

MISS BLYTHE

NOTE—Academic credit will not be allowed for musical science courses, unless taken in connection with at least two lessons a week in piano, pipe organ, violin or voice.

APPRECIATION

I. A course designed to give the student an acquaintance with various types of music and to promote intelligent listening through a study of periods, forms, styles and instruments; consideration of artists and musical activities of the day.

Three hours a week.
First and second semesters. Credit, with applied music, one unit.

THEORY AND EAR TRAINING

II. The equivalent of college course II, 12.
Three hours a week.
First and second semesters. Credit, with applied music, one unit.

PHYSICAL EDUCATION

MISS MORRISON, Director

Required Courses:

First Year—Phys. Ed. I—Directed exercise—Three hours a week.
Second Year—Phys. Ed. II—Directed exercise—Three hours a week.
Third Year—Phys. Ed. III—Directed exercise—Three hours a week.
Fourth Year—Phys. Ed. IV—Directed exercise—Two hours a week.
Personal Hygiene—One hour a week.

No high school student shall be graduated until the required work in Physical Education shall have been completed for each year of her attendance. Swimming is required until the student is able to pass a proficiency test. In case of physical disability, the work will be adapted to the needs and capabilities of the student.

High school students may enroll in a general course in dancing, swimming or riding in any of the four years. (See pages 48-52.)

PHYSIOGRAPHY

MISS FRENCH

An elementary course which reviews the natural features of the earth's surface and the natural forces which govern its formation.

Five periods a week. Credit, one-half unit.

PHYSIOLOGY

MISS FRENCH

An introductory course in the study of the human body, dealing with its general structure and with the principles which govern hygienic living. Recitation and demonstration.

Five periods a week.

Credit, one-half unit.

PSYCHOLOGY

MISS NORRIS

An introductory course in the study of human behavior, with constant application of psychological principles to practical life.

Five periods a week.

Credit, one-half unit.

SPANISH

MR. DONNER

I. Introduction to Spanish. Special emphasis placed upon speaking and writing Spanish; drill on pronunciation by means of phonetic word study, reading, and exercises; practical vocabulary study of useful words; composition embodying the rules and forms of Spanish grammar; gradual introduction of conversation into class work; reading of simple Spanish prose.

Five periods a week.

Credit, one unit.

II. Advanced Spanish. Continuation in more advanced form of the methods and materials of Spanish I; extensive use of Spanish as the language of the classroom; intensive and systematic study of vocabulary, grammar, and composition; reading of Spanish prose with dictation and conversation based thereon; projects for translation of material from English into Spanish.

Five periods a week.

Credit, one unit.

SCHOOL OF MUSIC

KENNETH ROSE

LAWRENCE H. RIGGS

FREDERICK ARTHUR HENKEL

SYDNEY DALTON

ROY UNDERWOOD

Members, Board of Musical Directors

MARY VENABLE BLYTHE

Sight Playing and Piano

Graduate, St. Mary's Hall, San Antonio; Pupil of von Mickwitz and Harry Redman; Theoretical Courses in Southern Methodist University, University of Colorado.

FLORENCE N. BOYER

Voice

Student of Music in Oberlin College; Pupil of Signor Vananni in Italy; Pupil of Mesdames de Sales and Bossetti in Munich; Pupil of Oscar Seagle and de Reszke in Paris.

SYDNEY DALTON

Director of Voice Department

L.Mus., Dominion College of Music, Montreal; M.Mus., Cincinnati Conservatory of Music; Pupil of David Bispham, Max Heinrich and J. H. Duval; Studied Piano with Rafael Joseffy; Composition with Rubin Goldmark and Frederick Schlieder.

MARY DOUTHIT

Piano

Graduate Ward-Belmont School of Music; Pupil of Lawrence Goodman, Harold von Mickwitz and Sigismund Stojowski.

FREDERICK ARTHUR HENKEL

Director of Pipe Organ

Graduate, Metropolitan College of Music; Student, Cincinnati College of Music; Pupil of Steinbrecher, Andre, and Sterling.

FRANCES HELEN JACKSON
Harp

B.A., Birmingham-Southern College; M.A., Vanderbilt University; Study, Eastland School of Music and Cincinnati Conservatory of Music; Private Lessons in Vienna; Pupil in Master Class of Carlos Salzedo.

LAWRENCE H. RIGGS
Director Department of Musical Sciences

B.A., Beloit College; Rhodes Scholar at Oxford University, England; summer Courses, Chicago Musical College, Northwestern University School of Music and American Institute of Normal Methods; Graduate of American Institute of Normal Methods.

HAZEL COATE ROSE
Piano

Pupil of William H. Sherwood, Glenn Dillard Gunn, Victor Heinze; formerly Teacher of Piano, Cosmopolitan School of Music, Indianapolis.

KENNETH ROSE
Director Department of Violin

Pupil of McGibeny, Indianapolis; of Arthur Hartmann, Paris; of George Lehmann, Berlin; of Souky, Prague; formerly Teacher Metropolitan School of Music, Indianapolis and Concert Master, Indianapolis Symphony Orchestra.

AMELIE THRONE
Piano

Pupil of Maurice Aronson, Vienna; of Josef Lhevinne, Berlin; of Sigismund Stojowski, New York; of Harold Bauer, New York.

ROY UNDERWOOD
Director of Piano Department

B.Mus., Bethany College; Fellowship Student, Juilliard Foundation, three years; Pupil of Mollie Margolies, Oliver Denton, Alexander Siloti; Associate, Alberti Studios, New York; Associate Professor of Piano, University of Kansas.

ANNIE CAVERT
Practise Supervisor

MUSIC

The Ward-Belmont School of Music possesses the combined virtues of the Belmont School of Music and the Ward Conservatory, both of which had long been the objects of the high praise and the generous patronage of educated musicians both in and out of Nashville. It is a complete modern Conservatory of Music; it offers to music students what all of them need — supplementary work in English, Literature, and the Modern Languages. The best musical educators are agreed that general mental discipline should not precede, but should continuously accompany, musical studies; and schools of music are seeking what we have already at hand — intimate affiliation with literary classroom work. Under our system, musical study and practise are not allowed to suffer or be crowded out, but the student is shown how she may become both a cultured woman and a thorough musician.

Our musical faculty is one of the largest and most expensively maintained in any school for girls in America. No teacher is chosen who has not had the best of advantages, most of them in both this country and Europe, teachers who have supplemented graduation from the leading conservatories with years of special study under the recognized masters of two continents. All of them are tested teachers.

Piano, Voice, Violin and certain other stringed instruments, Pipe Organ, Theory, Harmony, Composition, History and Appreciation of Music, Interpretation, Ear Training, Sight Playing and Chorus, Ensemble and Orchestral Work, Repertoire and Memorizing, and Faculty, Student, and Artist Recitals—all, and more, take their appropriate places and contribute to the creation of a wholesome and inspiring musical atmosphere. Such an atmosphere is possible nowhere except in a large school where musical education is seriously undertaken by a faculty composed of tested professional musical educators.

Frequent student recitals are given, as are recitals and lectures by members of the faculty and other eminent musicians. Pupils may attend the best concerts in the city, and the world's greatest artists appear in Nashville from time to time. The immediate and convenient value of these advantages at our own door will be the more apparent when it is known that our students may have throughout the season the great musical entertainments, but a very few of which other Southern schools can enjoy, and these only by means of travel and additional expense from the smaller towns into the city.

Ninety pianos, including ten Steinway Grands and two Steinway Duo-Art Pianolas, are available for school use.

Boarding students specializing in Music are required to take at least one literary course.

Practise in ensemble work is offered through the Orchestra and the Glee Club. Students who possess the requisite ability in voice or in instrumental work are eligible for membership in these organizations whether or not they are carrying work in applied music.

ORCHESTRA

The Ward-Belmont Orchestra was founded by Fritz Schmitz, in 1908. Since 1918, this organization has been under the guidance of Kenneth Rose, director of the school of violin of Ward-Belmont School, who has developed this body of students and young professionals to symphonic proportions both in completeness of its instrumentation and the artistry of its performances. Many members of the Nashville Symphony Orchestra are present or past members of this body. The repertory includes all the standard overtures, movements of well-known symphonies such as the Schubert Unfinished, Dvorak New World, Tscakowsky No. 4, Cesar Frank, etc. With its function, that of superior training for those interested in orchestral routine, the Ward-Belmont Orchestra is contributing in a most helpful way to the artistic development of the South.

The schedule of the orchestra calls for at least one public appearance yearly, in which the featured soloist is usually an advanced student of Mr. Rose, and weekly rehearsals in the school auditorium. Credit is given to all pupils of the school for regular attendance, and an examination by Mr. Rose is required for admission.

CHORAL WORK

Much stress is laid on the value of ensemble vocal work in the school. At the community "sings" which are held regularly, classical as well as popular songs are taught and part singing is stimulated. Every individual, whether or not interested in music in any form heretofore, or in any degree talented, learns to feel the inspiration of mass endeavor. She learns also to appreciate the spirit of giving and doing through beauty, which is the underlying essence of music. This training is carried on in the splendid congregational singing of hymns at the various chapel services, in the singing of carols and club songs and in the traditional step-singing.

THE GLEE CLUB

The Glee Club consists of the best voices selected from the entire school. Preference is given to those with natural or developed voices and with some attainments in general musical knowledge. The club is open however to any student in the school who is really interested and extra time is spent to assist her in developing the equipment necessary for her to keep her place in the club.

Lectures are given on tone production and the art of singing; careful attention is paid to diction and the fundamentals of music (notes, time, rhythm, etc.) are taught. A term paper showing the individual benefit derived from the course is required, and full college credit is given for the time expended.

The programs which are studied and rendered at recitals given by the club cover, as far as possible, the many phases of choral work, ranging from the opera to simple folk tunes. The polish and excellence with which the club sings has brought it well deserved praise and has made it one of the most popular organizations of the school.

THE CHOIR

The robed choir, which plays a very material part in the religious life of the school, is composed of students who have had at least one year's work in the glee club or an equivalent amount of musical training. This requirement is made in view of the continual work of the choir and of the musical difficulty of the subjects undertaken. While no college credit is given for this work the benefits derived from the training are of inestimable value to anyone interested in church music.

CERTIFICATES AND DIPLOMAS

- Certificate in Methods of Teaching Applied Music (see page 75 for requirements).
- Certificate in Harp (see page 72 for requirements).
- Certificate in Piano (see page 73 for requirements).
- Certificate in Pipe Organ (see page 73 for requirements).
- Certificate in Violin (see page 74 for requirements).
- Certificate in Voice (see page 75 for requirements).
- Diploma in Piano (see page 76 for requirements).
- Diploma in Pipe Organ (see page 76 for requirements).
- Diploma in Public School Music (see page 77 for requirements).
- Diploma in Violin (see page 77 for requirements).
- Diploma in Voice (see page 78 for requirements).

No one may apply for a certificate or diploma who has not completed the requirement of fifteen acceptable high school units. Graduation from an accredited high school will be considered as meeting this requirement.

All boarding students must meet the minimum course of study requirements for college students as given on pages 24-25 of this catalog.

Pupils desiring to become candidates for certificates and diplomas must announce themselves through their respective teachers not later than October 20.

There will be held between February 1 and 15 and between May 1 and 15 examinations on the requirements for certificates and diplomas. The candidates must, in February, stand an examination before the music directors on one-half the technic required and one-half the repertoire. An examination of the remaining half of the requirements must be taken before May 15.

Candidates for certificates and diplomas must appear in public recital at least three times during the session.

COURSE OF STUDY FOR CERTIFICATE IN HARP

Technic.—Development of a knowledge of scales, fingering, and chords with much stress on the tonal quality and production. Especial emphasis on accurate and careful pedal work. Thorough knowledge of all the new effects available on the harp, as instructed in "Modern Study of the Harp," by Carlos Salzedo. Working knowledge of orchestra parts.

Harp Compositions.—Classical works by Corelli, Handel, Bach, Haydn, Rameau, and Couperin. Popular-Romantic works by Brahms, Durand, Schumann, Tournier, and Pienne. Modern works by Palmgren, Salzedo, and Debussy.

The candidate is required to attend orchestra practise for at least one school year.

Music 11, 12. Theory and Ear Training.	4 hours.
Music 13, 14. Harmony.	6 hours.
Music 15; 16. History of Music.	6 hours.

HARP CERTIFICATE EXAMINATION

1. **Technic** as stated above.
2. **Unmemorized Repertoire.**—Three selected etudes by Salzedo. One selected standard orchestra part.
3. **Memorized Repertoire.**—Three concert pieces from classic and modern composers. One selected orchestra cadenza.
4. **Sight Reading.**—Two orchestra parts of moderate difficulty.

COURSE OF STUDY FOR CERTIFICATE IN PIANO

Technic.—1. Major scale played with both hands in parallel motion through four octaves (minimum speed, 4 notes to M. M. 112); Thirds, Sixths, and Tenths, and contrary motion (speed, 4 notes to M. M. 100).

2. Minor Scales: Harmonic and Melodic, played with both hands in parallel motion (speed, 4 notes to M. M. 112).

3. The scale of "C," illustrating varied rhythms and legato, staccato, and portamento touches.

4. Chords: Major, Minor, and Diminished Triads; Dominant and Diminished Sevenths, all with added octaves.

5. Arpeggios in various forms on Major or Minor Triads; Dominant and Diminished Seventh Chords (speed, 4 notes to M. M. 72).

6. Double Thirds: Major Scales played hands alone (speed, 4 notes to M. M. 60).

7. Octaves: Diatonic and Chromatic Scales, all Tonic Triads (speed, 4 notes to M. M. 60).

Piano Compositions.—Four complete sonatas; eight Cramer studies from "Fifty Selected Studies"; twelve Bach inventions, at least four of them three-part; eight Czerny studies from Opus 299; four Chopin Preludes; four selections from Schumann; four Mendelssohn's "Songs Without Words"; ten pieces by well-known classical and modern composers.

Sight Playing.—The candidate for the certificate must be able to play at sight, hymns, either part of a moderately difficult duet, accompaniments for moderately difficult songs or violin solos, piano pieces of third grade.

Music 11, 12. Theory and Ear Training.	4 hours.
Music 13, 14. Harmony.	6 hours.
Music 15; 16. History of Music.	6 hours.

Piano Certificate Examination

1. **Technic** as stated in paragraphs 1, 2, 4, 5, 7, above.
2. **Memorized Repertoire.**—One Chopin Prelude, selected from Nos. 3, 6, 10, 11, 14, 15, 17, 21, 22, 23; or one selection from Schumann, such as Nachtstuck; or one, Mendelssohn "Songs Without Words," such as Nos. 1, 18; four pieces, such as Mendelssohn, Scherzo in E Minor; Liszt, Consolation in D Flat; MacDowell, Elfin Dance; Debussy, Arabesque No. 2; one movement of a sonata, such as Beethoven, Op. 2, No. 1; one two-part Bach invention and one three-part Bach invention; one Cramer or one Czerny study.
3. **Sight Playing.**—Hymns; Clementi and Diabelli Sonatinas; an easy accompaniment for a song.

COURSE OF STUDY FOR CERTIFICATE IN PIPE ORGAN

Technic.—The requirements in manual technic are the same as in Piano, excepting that the range of scales and arpeggios as adapted to the organ is limited.

Organ Compositions.—Eight shorter preludes and fugues; various chorales of Bach; two sonatas of either Mendelssohn, Guilmant, Merkel, Rheinberger, or a

modern composer; ten standard compositions, five of which must be by modern composers.

Sight Playing.—The candidate for the certificate must be able to play at sight the following: hymns, arranging and registering them suitably for congregational singing; moderately difficult accompaniments for trios; a quartet in vocal score; four staves in G and F clefs. The candidate must also be able to transpose a hymn or chant one tone above or below the original key.

Music 11, 12. Theory and Ear Training.	4 hours.
Music 13, 14. Harmony.	6 hours.
Music 15; 16. History of Music.	6 hours.

The student must have an adequate knowledge of the construction of the Pipe Organ and of choir conducting, and must have experience in church or chapel service playing.

Pipe Organ Certificate Examination

1. **Technic** as stated above.
2. **Unmemorized Repertoire.**—Two preludes and fugues of Bach; one complete sonata; one movement of a sonata, to be prepared without assistance or instruction; three standard compositions.
3. **Memorized Repertoire.**—One standard composition.
4. **Sight Playing** as stated above.

COURSE OF STUDY FOR CERTIFICATE IN VIOLIN

Scales, major and minor; played in various rhythms and bowings, both in the diatonic form and in thirds; octaves; arpeggios in various forms.

Etudes of Kreutzer, Fiorillo, and Rode, with supplementary studies of Sevcik, Sitt, Schradieck, to develop agility of left hand and accuracy of bowing.

Violin Compositions.—Repertoire of ten compositions, including one complete concerto—Vioti, Nos. 22, 23; Rode, No. 6; Deberiot, No. 7; Spohr, No. 2; Mozart, a major. Sonatas—Handel, Tartini, Nardini, etc. Concert numbers of like grade.

Sight Reading.—The candidates must be able to play at sight duets by Pleyel, Vioti, or sonatas of the same grade of difficulty.

Music 11, 12. Theory and Ear Training.	4 hours.
Music 13, 14. Harmony.	6 hours.
Music 15; 16. History of Music.	6 hours.

The candidate must have attended orchestra or ensemble practises for at least one session; must be able to play on the piano accompaniments to solos of moderate difficulty; and must have finished the third grade in Piano.

Violin Certificate Examination

1. **Technic** as stated above. All diatonic scales to be played at a minimum metronome mark of 100 M. M.
- Etudes selected from Kreutzer, Fiorillo, Rode, illustrative of various styles of bowing and rhythm, intonation and phrasing.
2. **Memorized Repertoire.**—One complete sonata; two principal movements from a classic concerto; five concert pieces, representing classic and modern schools.

3. **Unmemorized Repertoire.**—Three compositions of like grade; two movements of a sonata prepared alone.

COURSE OF STUDY FOR CERTIFICATE IN VOICE

Technic.—Major and minor scales and arpeggios; crescendo and diminuendo; legato and staccato singing; vowels with accuracy of pitch and correct placement. Evidences of proper breath control and diaphragmatic development.

Vocalises.—Six vocalises, to be chosen from the well-known composers, designed to show a good legato and to give illustrations of various examples of vocal embellishments.

Repertoire.—At least ten songs, memorized, from the various schools—English, Italian, French, etc.; two operatic arias and two arias from the standard oratorios.

The candidate must present a voice fully adequate to the above-mentioned requirements in range, flexibility, and fidelity to pitch.

Sight Playing.—The candidate must be able to sing at sight a part of a given hymn or simple song; must be able to play hymns and accompaniments to moderately difficult songs on the piano; and must have finished the third grade in Piano.

Music 11, 12. Theory and Ear Training.	4 hours.
Music 13, 14. Harmony.	6 hours.
Music 15; 16. History of Music.	6 hours.

Voice Certificate Examination

1. **Technic** as stated above.
2. Unmemorized, six studies from the standard vocalises.
3. Memorized, two selections from the operas, two from the oratorios, and eight songs, one to be prepared by the candidate, unaided. Possible exceptions dependent upon the individual.

COURSE OF STUDY FOR CERTIFICATE IN METHODS OF TEACHING APPLIED MUSIC

Certificates in methods of teaching applied music are offered by the departments of piano, violin and voice. The instrumental knowledge required for each of these certificates is the equivalent of that required for the certificate granted by the department but the candidate may be excused from certain phases of the examinations and from public appearances on programs by the Board of Musical Directors. The following subjects are required for these certificates:

First Year		Second Year	
Music 11, 12	4 hours	Music 13, 14	6 hours
Music 15; 16	6 hours	Music 19, 20	2 hours
Glee Club or Orchestra	1 hour	Glee Club or Orchestra	1 hour
Piano or Violin or Voice	2 hours	Piano or Violin or Voice	2 hours
Modern Language	6 or 8 hours	Psychology 21; 22	6 hours

Students majoring in voice or in violin will be expected to carry at least one lesson a week in piano. Sight playing may be substi-

tuted for piano if, in the opinion of the director, their proficiency on this instrument justifies the substitution. Substitutions the student desires to make must have the written approval of the director of the department in which she is doing her major work and of the Dean of Faculty.

NOTE—Academic subjects required for any certificate or diploma are not included in the extra charge for the work of this department.

COURSE OF STUDY FOR DIPLOMA IN PIANO

Technic.—1. Major and Minor Scales, with both hands in parallel motion through four octaves (speed, 4 notes to M. M. 132); Thirds, Sixths, and Tenths, and contrary motion (speed, 4 notes to M. M. 112).

2. Chords: Major, Minor, and Diminished Triads; Dominant, Minor and Diminished Seventh Chords, all with added octaves.

3. Arpeggios on Major and Minor Triads; Dominant, Minor, and Diminished Seventh Chords in all positions (speed, 4 notes to M. M. 112).

4. Double Thirds, Major and Minor Scales, with both hands in parallel motion (speed, 4 notes to M. M. 84); Chromatic Minor Thirds (speed, 4 notes to M. M. 92).

5. Octaves: Diatonic and Chromatic Scales (speed 4 notes to M. M. 92).

6. Octaves: Arpeggios of Major and Minor Triads and Chords of the Seventh.

Piano Compositions.—Two complete sonatas; one principal movement of a concerto; four preludes and fugues from "The Well-Tempered Clavichord"; at least half of a Bach Partita or Suite; four selections from Chopin, including two etudes; two selections from Schumann; six selections from Czerny, Op. 740, or Clementi's "Gradus ad Parnassum"; two selections from Liszt; four selections from well-known classical and modern composers, such as Glinka-Balakirew L'Alouette; Griffes, Scherzo; Brahms, Rhapsodie in E Flat; Debussy, Reflets dans l'eau.

Music 21, 22. Advanced Theory and Ear Training. 2 hours.

Music 23, 24. Advanced Harmony. 6 hours.

Music 25, 26. Advanced History, and Forms of Music. 4 hours.

Sight Playing.—The candidate for graduation must be able to play at sight several of Mozart's sonatas and the easier ones of Haydn.

Piano Diploma Examination

1. **Technic** as stated in paragraphs 1-6, page 76.

2. **Memorized Repertoire.**—One principal movement of a concerto; one complete sonata; one prelude and fugue from Bach; one etude, Scherzo Ballade, or Polonaise from Chopin; one selection from Schumann; one selection from Liszt; four difficult selections from well-known classical and modern composers.

COURSE OF STUDY FOR DIPLOMA IN PIPE ORGAN

Technic.—The requirements in manual technic are the same as in Piano, excepting that the range of scales and arpeggios as adapted to the organ is limited.

Organ Compositions.—Two advanced preludes and fugues and two chorales of Bach; two sonatas of either Mendelssohn, Guilmant, and Rheinberger, or one

sonata and a symphony of Widor; ten standard compositions, five of them by modern composers.

Sight Playing.—The candidate must be able to play at sight trios of intermediate grade; short selections of vocal score in four staves in C, G, and F clefs; to transpose a short passage in reduced score to any key within a Major Third above or below the original; to make an effective adaptation of piano accompaniment.

Music 21, 22. Advanced Theory and Ear Training. 2 hours.

Music 23, 24. Advanced Harmony. 6 hours.

Music 25, 26. Advanced History, and Forms of Music. 4 hours.

The student must have an adequate knowledge of the construction of the Pipe Organ and of choir conducting, and must have experience in church or chapel service playing.

Pipe Organ Diploma Examination

1. **Technic** as stated above.

2. **Unmemorized Repertoire.**—Two preludes and fugues of Bach; one complete sonata; one movement of a sonata or equivalent, to be prepared without assistance or instruction; two standard compositions.

3. **Memorized Repertoire.**—Two standard compositions.

4. **Sight Playing** as stated above.

COURSE OF STUDY FOR DIPLOMA IN PUBLIC SCHOOL MUSIC

Prerequisites: The possession of a fair voice; Music 11, 12, or its equivalent.

First Year		Second Year	
Music 13, 14	6 hours	Music 23, 24	6 hours
Music 15, 16	6 hours	Music 25, 26	4 hours
Music 17, 18	4 hours	Music 27, 28	4 hours
Music 21, 22	2 hours	Glee Club	1 hour
Glee Club	1 hour	Piano or Voice	2 hours
Piano or Voice	2 hours	Education 11, 12	6 hours
English 1, 2	6 hours	Psychology 21, 22	6 hours
Library Methods	1 hour	Physical Education 15, 16	1 hour
Elective	3 hours	Physical Education 21, 22	1 hour
Physical Education	2 hours		

Attainments: Voice, completion of first-year college course or its equivalent; Piano, completion of Grade III and ability to play at sight moderately difficult accompaniments.

Applicants for this diploma are required to meet the same quality credit requirements as the applicants for the General Diploma (see page 25).

COURSE OF STUDY FOR DIPLOMA IN VIOLIN

Scales—diatonic, major, and minor (M. M. 120); three octaves; arpeggios; three octaves, major and minor; dominant and diminished sevenths; double stopping in all keys; thirds, sixths, octaves, etc.

Etudes and Caprices of Dont (gradus), Gavinié, Rovelli, Paganini, etc., with supplementary studies of Sitt, Schradieck, Sevcik, etc.

Violin Compositions.—Fifteen works, memorized, from classic, romantic, and modern schools; one complete concerto—Bruch, Mendelssohn, Wieniawski, Mozart, Lelo, Paganini, etc.; one complete sonata—Corelli, Handel, Tartini, Bach, etc.; and standard concert numbers, such as Polonaise, E Minor, Wieniawski, Ziguenerweisen by Sarasate, etc.

The candidate must prepare without assistance an entire sonata for violin and piano.

Music 21, 22. Advanced Theory and Ear Training.	2 hours.
Music 23, 24. Advanced Harmony.	6 hours.
Music 25, 26. Advanced History, and Forms of Music.	4 hours.

The candidate must have attended orchestra and ensemble practise for at least two sessions, and must have a practical knowledge of the Viola.

The candidate for graduation in Violin must have finished the fourth grade in Piano, the fulfillment of this requirement to be determined by the Director of the Piano Department, prior to the Violin Diploma examinations.

Violin Diploma Examination

All scales, memorized, as outlined above; selections from various studies and caprices; one complete concerto; one complete sonata; ten compositions of concert grade, all by memory; and two movements from a Bach sonata, unmemorized.

COURSE OF STUDY FOR DIPLOMA IN VOICE

Technic.—Major and minor scales and arpeggios; crescendo and diminuendo; legato and staccato singing; vowels with accuracy of pitch and correct placement. Evidences of proper breath control and diaphragmatic development.

With a greater degree of facility than required for certificate and (in addition) chromatic scales, exercises in seconds, triplets, etc., and trills if suitable for voice of candidate.

Vocalises.—A working knowledge of the standard vocalises for various voices and a careful study of four not studied for certificate, two suggested by the master and two selected by the student.

Repertoire.—At least twenty songs memorized from the various schools—English, Italian, French, etc.; two operatic arias and two complete roles from the standard oratorios.

Sight Playing.—The candidate must be able to sing at sight a part of a hymn, any moderately difficult song, and be able to play hymns and accompaniments to more advanced songs on the piano.

The candidate for graduation in Voice must have finished the fourth grade in Piano.

Music 21, 22. Advanced Theory and Ear Training.	2 hours
Music 23, 24. Advanced Harmony.	6 hours
Music 25, 26. Advanced History, and Forms of Music.	4 hours.

Voice Diploma Examination

1. All Technic as stated above.
2. Unmemorized—Six studies from the standard vocalises.

3. **Memorized.**—Four songs prepared without assistance; two operatic arias; two arias from the oratorios; ten songs from the various schools.

The candidate must be prepared to give, in capable manner, a comprehensive recital of standard songs, old and new, and must be able to sing in at least one foreign language other than Italian.

DESCRIPTION OF COURSES

Glee Club

Two hours a week.
First semester, second semester. Credit, one semester hour.

Orchestra

Two hours a week.
First semester, second semester. Credit, one semester hour.

NOTE.—Academic credit in music, except in History and Appreciation of Music, is allowed only when courses in musical science and in applied music (in piano, organ, violin, voice, etc.) are taken in conjunction.

Harp.—Individual lessons adapted to advancement of student.

Two half-hour lessons a week; practise, nine hours a week.
First semester, second semester. Credit, two semester hours.

Piano.—Individual lessons adapted to advancement of student.

Two half-hour lessons a week; practise, nine hours a week.
First semester, second semester. Credit, two semester hours.

Pipe Organ.—Individual lessons adapted to advancement of student.

Two half-hour lessons a week; practise, nine hours a week.
First semester, second semester. Credit, two semester hours.

Violin.—Individual lessons adapted to advancement of student.

Two half-hour lessons a week; practise, nine hours a week.
First semester, second semester. Credit, two semester hours.

Voice.—Individual lessons adapted to advancement of student.

Two half-hour lessons a week; practise, six hours a week.
First semester, second semester. Credit, two semester hours.

11, 12. Theory and Ear Training. The rudiments of music: notation, terminology, scale formation, intervals, chords and rhythm, studied theoretically in close correlation with exercises in ear training, sight playing and dictation.

Three hours a week.
First semester, second semester. Credit, four semester hours.

13, 14. Harmony. Review of scales, intervals and chord formation; study of chord progression employing triads and their inversions, seventh and ninth chords; harmonization in four voices of melodies and of figured and unfigured basses; original work; keyboard harmony.

Prerequisite: Music 11, 12.
Three hours a week.
First semester, second semester. Credit, six semester hours.

15; 16. History of Music. A general survey of the development of music from the earliest times to the present day. Music prior to the seventeenth century is studied as background for a fuller consideration of the epoch of instrumental polyphony, the Classic and Romantic periods, and the Modern Era. Text, reference readings, lectures, critical and creative listening to many illustrations on the Victrola and Duo-Art reproducing piano. There is no fee for this course.

Music 15 is a prerequisite for Music 16.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

17, 18. Public School Music in Grade School. Methods and material used in kindergarten and Grades I-VI. Study of child development as basis for consideration of methods presented in the Progressive, Universal, Music Education and Hollis Dann Series.

Observation and practise teaching.

Prerequisite: Music 11, 12.

Required collateral study: Music 13, 14; Music 15, 16.

Two hours a week.

First semester, second semester.

Credit, four semester hours.

19, 20. Methods of Teaching Applied Music. In piano the course includes exposition and demonstration of the principles employed in teaching from the elementary to the advanced grades including notation, rhythm, technic, tone production, relaxation, positions, pedaling, interpretation, expression, etc.; guidance of various types of pupils; class piano lessons; teaching material of all grades; how to build up a class; co-ordination of eye, ear and finger, etc.

In violin the material will cover methods of teaching tone production, phrasing, intonation and other essential points in violin pedagogy and will include a discussion and demonstration of the material used in the certificate courses as outlined on page 74.

In voice the student will be required to have a working knowledge of a large variety of the standard recognized vocalises for all voices. In addition to work personally studied, she must have familiarity and a working knowledge of the standard classics of the different schools of sufficient variety to cope with various types of voices. The candidate must be able to demonstrate definitely the principles studied with sufficient pedagogy directly applied through simile to cope with the wide range of problems presented to all vocal teachers and be prepared to give demonstration lessons with beginners and advanced students.

Two hours a week, lecture and observation.

First semester, second semester.

Credit, two semester hours.

21, 22. Advanced Theory and Ear Training. Advanced work in ear training, sight singing and dictation, including study of chromatic tones, modulation, and complex rhythmic patterns; sight singing exercises and songs in three parts.

Prerequisite: Music 11, 12.

Two hours a week.

First semester, second semester.

Credit, two semester hours.

23, 24. Advanced Harmony. Harmonization involving further study of chord material, non-chord tones, modulation; harmonic analysis and original composition; keyboard harmony.

Prerequisites: Music 11, 12; Music 13, 14. Should be preceded or accompanied by Music 21, 22.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

25, 26. Advanced History, and Forms of Music. A critical and appreciative study of various types of music: opera, oratorio, symphonic and chamber music, the repertory for solo instruments and voice. Particular attention is given to works of the nineteenth and twentieth centuries. Copious illustrations on Victrola and Duo-Art reproducing piano; study of programs of visiting artists; reference reading and reports. There is no fee for this course.

Prerequisite: Music 15, 16.

Two hours a week.

First semester, second semester.

Credit, four semester hours.

27, 28. Methods in Junior and Senior High School. Special topics considered: the adolescent period, care of voice, management of chorus and glee club; the teaching of theory, history and appreciation of music. Chorus conducting and practise teaching.

Prerequisites: Music 11, 12; Music 13, 14; Music 15, 16; Music 17, 18.

Required collateral: Music 21, 22; Music 23, 24.

Two hours a week.

First semester, second semester.

Credit, four semester hours.

29; 30. Counterpoint and Composition. Private instruction is offered to those who are qualified. Prerequisite: at least two years of harmony and one year of ear training.

Two half-hour lessons a week.

Credit, two semester hours.

GENERAL STATEMENTS

EQUIPMENT

Well-equipped buildings and beautifully planned grounds.
Sterilized, filtered water runs ice-cooled to hygienic drinking fountains on every floor.

Light, airy dining halls, and scientifically equipped kitchen and bakery.

Gymnasium, with shower baths and swimming pool, free to all students.

Separate dormitories for College and High School students.

The Star Entertainment course offering unusual advantages in lectures, musical recitals, concerts.

Every provision against fire—regular fire-drills, fire escapes, fire extinguishers, fire hose—though there is no fire in the buildings except in kitchen and bakery.

A modern infirmary in the main building maintained under professional supervision. Pupils who are too ill to meet school appointments are cared for here instead of in their bedrooms.

Each residence hall in the charge of a hostess who is always accessible for counsel, and who devotes her entire time to the training of the girls of her household in such questions as appropriateness and simplicity in dress, neatness and order in the bedrooms. In a word, these hostesses undertake to perform the office of the refined mother in a Christian home.

With the exception of a few single rooms, each bedroom is for two girls, and is furnished with single beds, separate closets, and other usual comforts.

RELATIONS WITH PARENTS AND STUDENTS

Parents who register students thereby accept the conditions in this catalog.

Parents are requested not to send to the students boxes containing food other than fresh fruit and a limited amount of candy.

Parents may not give permissions that conflict with the rules of the school.

Lengthy visits of parents or other members of students' families are discouraged.

Testimonials of character and health must accompany or follow each new pupil's application for admission.

A student who is found to be out of sympathy with the spirit and ideals of the school may be asked to withdraw, even though she may not have broken any formal rules.

Boarding students are under school regulations from the moment of their arrival in Nashville until their departure from the city. Parents should not, without conferring with the school, grant social or other permissions in the city before the student enters or after she leaves school.

Parents are requested not to permit their daughters to bring to the school expensive jewelry or heirlooms of any kind. Neither should they be permitted to bring expensive wearing apparel. The school is not responsible for loss or theft.

All permissions of parents or guardians should be written and addressed to

the management, and are subject to the approval of the management. Even during the visits of parents, pupils are still subject to the rules of the school.

The school bank, with its system of pass books, deposit slips, checks, and monthly balance reports, not only cares for the spending money of students, but teaches them how to keep a bank account, draw checks, and conduct their own financial affairs. We are not responsible for money or valuables not deposited in the school bank.

Ward-Belmont does not lend money to students. Drafts made by students are honored by us only in cases of emergency or upon the written request from parents or guardians.

Students should bring sufficient funds with them to care for buying books and other school supplies. This money should be deposited in the student bank until needed. No charge purchases are permitted in the bookroom.

Parents and guardians are expected to cooperate with the school in securing full and regular attendance, especially at the beginning and end of the school year and just before and just after the Christmas holidays. Much educational value attaches to the commencement season, and no student should miss any part of it. All students have obligations to the end of the session. Those who leave earlier, or who do not keep appointments throughout the closing days, will thus fail to earn full credit for the work of the last quarter.

Visitors are received in the central parlors, not in residence halls.

Men callers are received by written permission from parents addressed to the school.

Sunday visiting is discouraged.

Victrolas are not permitted in the dormitories.

Borrowing and lending except by special permission is prohibited.

Adequate compensation must be made for any defacement of school property.

Every boarding pupil is required to have for day wear at least one pair of shoes of the following approved list: Socket Fit, Cantilever (Y. W. C. A. last), Orpic, Pediform, Full Plastic, Nature Tread, Liberty Tread, Moccasin Tread.

Neatness and order are expected of all students in the care of their rooms.

Chafing dishes and electrical appliances will not be allowed in the students' rooms. Rooms are provided for this purpose.

Discipline in Ward-Belmont is simplified by a modified form of student government, properly safeguarded by faculty supervision and cooperation.

Except when they are in the Nashville homes of near relatives, pupils from a distance are required to board in the school.

No Ward-Belmont student may sell or give articles of clothing to the servants without the knowledge and consent of her hostess.

Boarding students are not permitted to open charge accounts with Nashville merchants except on written request filed by the parent with the Dean of Residence.

Any student who leaves the campus without permission, or who smokes, or who attends a dance in Nashville or who cheats in examination renders herself liable to summary dismissal.

Boarding pupils are not allowed to visit in the city except with the approval of parents and the school management. Permission is not granted to spend the night in the city, except with parents or in the homes of near relatives. Such permission will not be granted more frequently than one week-end in a month.

The school reserves the right to withdraw any class for which there are not as many as six applicants.

A tutor is provided at moderate cost for students who need coaching to enable them to keep up with their classes.

School work missed just before or after the Christmas holidays must be made up at the student's expense.

School work missed because of absence must be made up to the teacher's satisfaction; otherwise credit cannot be given for the course. Ordinarily a tutor can be provided at \$1 to \$1.50 per hour. Semester examinations not taken at the appointed time must be taken later, and a charge of \$2 each will be made.

CHARGES AND TERMS

EXPENSES AT WARD-BELMONT, NASHVILLE, TENNESSEE

The school year consists of one term of thirty-six weeks, beginning the third Wednesday in September and ending the first Wednesday in June, with a Christmas vacation* of approximately two weeks. The charges here named are for the whole school year, and are due and payable on the opening day of school, but for the convenience of patrons payment may be made in two installments—in September and January, respectively, as stipulated below—and are subject to sight draft after these dates.

An advance registration fee of \$25.00 should be forwarded with the application, which amount will be credited as a prepayment on the school account. It is not subject to return, unless the applicant is rejected.

Board, room with bath on hall, tuition in two or more subjects in the Literary Department (including Latin, French, German, Spanish), Physical Training, Athletics, Swimming, use of Library, †Star Entertainment Course, use of house linen (see page 14); Laundry, within liberal, but specified limits; ‡Infirmary; two girls in a room, each occupant\$850.00

of which \$575.00 is required on entrance, balance January 1st.

Board, etc., as above, in rooms in suites of two, with connecting bath, two girls in a room, each occupant\$950.00

of which \$625.00 is required on entrance, balance January 1st.

Single rooms in suites of two, with connecting bath, one girl in a room, are available each at \$950.00 for board and literary tuition, of which \$625 is required on entrance, balance January 1st.

A few single rooms, with bath on hall, are available at \$850.00.

Students who take work in three or more extras (the equivalent of at least three units or eighteen semester hours credit), and cannot find time in addition

*The school buildings will be closed during the Christmas vacation, but provision will be made for the board and care of students during this period at \$25 a week.

†In addition to the several really great concerts and lectures which may be heard in Nashville during the year, Ward-Belmont will present to its students during the session, ten or more entertainments brought to Nashville at a cost of \$6,000 or more, embracing some of the best in Music, Art, Expression, and Literature.

‡Includes simple medicines and nurse's attention (except when a special attendant is necessary).

for more than one required literary subject, will be credited with \$125.00 on either of the above-mentioned sums for "board, etc."

When two students come from the same home (sisters) there will be allowed a reduction of \$150.00 on the joint account; provided, however, that both remain in the school for the entire year and that all charges are paid when due.

Teachers and ministers in active work of their professions may be allowed a professional discount of \$100.00 on the charges of the regular course. However, only a limited number can be accepted on this basis.

Each of the above-named fees for board and tuition includes Physical Training, so necessary to health, use of Library, and the modern languages—French, German, and Spanish—all of which, in many schools, are charged for as "extras." Swimming is also included without extra cost. It is the policy of Ward-Belmont to include in the regular charge abundant provision for health in Physical Culture, every literary requirement for graduation, and the essentials for a broad culture. It is thus evident to one considering these features and the liberal additions made to buildings, equipment, and faculty during the last few years that the charge for boarding students is remarkably reasonable. The charges listed below are made for those who wish to specialize in the subjects named or to supplement their work along those lines.

ADDITIONAL STUDIES TUITION (If Taken)—

CHARGES PER SCHOLASTIC YEAR

Of which three-fifths is required on entrance, balance January 1st, except as noted.

Piano, individual lessons, two per week	\$150.00
Piano, individual lessons, beginner's grade, with special teacher.....	125.00
Piano, individual lessons, two per week, with Mr. Underwood.....	225.00
Voice, individual lessons, two per week.....	150.00
Voice, individual lessons, two per week, with Mr. Dalton.....	225.00
Piano practise, one hour per day (each additional hour, \$10).....	15.00
Violin, individual lessons, two per week, with Mr. Rose.....	225.00
Violin, practise room, one hour per day.....	10.00
Pipe Organ, two lessons per week, with Mr. Henkel.....	225.00
Practise on Practise Organ, one hour per day, per session.....	35.00
Practise on Large Organ, one-half hour per day, per session.....	60.00
Harp, individual lessons, two per week	200.00
Any Musical Science, individual lessons, two per week.....	100.00
Art (year course)	100.00
Art I, I2 (twelve hours in studio).....	150.00
Costume Design (required of Home Economics students).....	50.00
Arts and Crafts	50.00
Playground Supervision (Phys. Ed. I3, I4).....	30.00
Physical Education Diploma Course, each year	100.00
Dancing Certificate or Diploma Course, each year.....	150.00
Riding Certificate Course, each year	150.00
Riding Ticket, for sport season (see Note, p. 50).....	75.00

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Ballet Dancing—class, 30 lessons (Phys. Ed. 11-A, 31-A, 31-C).....	\$ 35.00
Ballet Dancing—private, 30 lessons	90.00
Ballet Dancing—private, 60 lessons	180.00
Acrobatic Dancing—class, 30 lessons	35.00
Toe Dancing—class, 30 lessons (Phys. Ed. 11-B, 31-B, 31-D).....	20.00
Ball Room Dancing—class, 10 lessons (Phys. Ed. 11-D), payable in advance	10.00
Tap Dancing—class, 30 lessons (Phys. Ed. 11-C, 31-G), payable in advance	35.00
Children's Dancing—class, 30 lessons	35.00
Children's Dancing—private, 6 lessons, payable in advance.....	15.00

NOTE—All private lessons in dancing are charged at the rate of \$6.00 an hour. The private lessons as listed above are half-hour lessons.

Laboratory fee (payable on entrance):

Chemistry, Biology, Physiology, Secretarial Training.....	15.00
Expression (fee covers cost of materials and use of costumes and properties in hand)	20.00
Food and Nutrition, any course	30.00
Textiles and Clothing, any course	25.00
(Extra charge for unnecessary breakage or wastefulness.)	

Diploma fee	10.00
Certificate fee	5.00

Students enter for the entire school year or such part of school year unexpired at time of entrance. No reduction will be made for time lost during the first four or last six weeks of the school term.

By reason of the fact that contracts with instructors and others are made by the school for the entire school year in advance, no reductions will be made on account of dismissal, withdrawal or other absence, except in cases of protracted illness of the student that may result in temporary absence or withdrawal. The school will share equally with the patron the board and miscellaneous expense on the basis of \$25.00 per week, except that no allowance will be made on the first four weeks of such enforced absences.

WARD-BELMONT SCHOOL.

August, 1934.

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